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Organization Exeputive Course

AN ENCYCLOPEDIA OF SCIENTOLOGY POLICY

by
L. Ron Hubbard

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CONTENTS

TECHNICAL

DIVISION 4

*(A study of this Division should include the section
on Fast Flow in OEC Volume 5.)*

1965	Technical Division 4 Org Board Outline	1
2 Nov. 1967	Tech Division, Departments of Tech Services, Training and Processing	2
27 Nov. 1959	Key to the Organizational Chart of the Founding Church of Scientology of Washington DC (excerpt: Technical Division)	4
14 Feb. 1961	The Pattern of a Central Organization (excerpt: Technical Division)	5
20 Nov. 1965	The Promotional Actions of an Organization (excerpt: Technical Division 4)	7
30 Sept. 1965	Statistics for Divisions (excerpt: Tech Division 4)	8
12 Oct. 1966	OIC Graphs-Clearing and OT Course Div IV Statistics, LRH Comm Statistic	9
27 Apr. 1967	Tech Division Statistic (amendment to 30 Sept. 1965)	10
4 Oct. 1967	Auditor and Org Individual Stats	10
31 Mar. 1969	Completions Statistic, Triple Grades, Tech & Qual Divisions	11
8 Apr. 1969	Cancellation of HCO P/L 31 March 1969	11
22 Sept. 1969	HGC Statistic (amends 30 Sept. 1965 & 31 Mar. 1969)	12
17 June 1970	OIC Change-Cable Change (amends 30 Sept. 1965)	Vol. 1-359
14 Oct. 1970	Division IV Org Board, Ideal Scenes and Stats	13
5 Feb. 1971	Org Gross Divisional Statistics Revised (excerpt: Tech Division 4)	20
26 Sept. 1956	Flow Line for Personnel (HCOB)	20
1 Apr. 1957	Technical and Administrative Divisions	21
7 May 1957	Assignment of Auditors, Rooms, Students	22
1 June 1957	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Info Bull.)	23
11 July 1957	Tech Staff Certificate Validation (Assoc See Directive)	24
19 June 1958	Freeloaders	Vol. 1-140
6 Oct. 1958	Who can be Processed-Who can be Trained	Vol. 1-510
14 Nov. 1960	Sign Up of Students & Pcs-Acceptance by D/P & DIT (excerpt)	24
26 May 1961	A Message to the Executive Secretaries and All Org Staff Quality Counts (reissued 21 June 1967)	25
23 Oct. 1961	E-Meters to be Approved	Vol. 2-228
22 Jan. 1962	Crash Programme	26
30 Jan. 1962	Technical Director and Administrator	27
18 Feb. 1962	Technical Director Basic Hat	see-28
26 Mar. 1962	Staff Regulation-Relations with Pes and Students	27
6 Apr. 1962	Technical Director Basic Hat (cancels 18 Feb. 1962)	28
21 Nov. 1962	Re-issue of Materials	Vol 1-44, Vol 2-92
4 Apr. 1963	District Offices Technical Reports to HCO WW	29
4 Apr. 1963	Important Changes in Technical Reports to HCO WW	29
4 Apr. 1963	HCO WW Post Disbanded-HCO Technical Secretary WW	35
11 Apr. 1963	Technical Director's Weekly Reports	35
19 Apr. 1963	Handling Org Technical Queries	36
3 July 1963	Change of Routing: Org Technical Reports	36
4 Oct. 1963	Technical Council	37
10 Feb. 1964	Enrolment on Self Determinism (reissued 23 June. 1967)	37
24 Feb. 1964	Technical Supervision Changes	38
20 Mar. 1964	Technical Reports	39
12 Aug. 1964	Policy on Technical Information	39
23 Sept. 1964	Auditing and Training Policies (excerpt)	40
21 Jan. 1965	Vital Data on Promotion (revised 5 Apr. 1965)	Vol 2- 4
7 Feb. 1965	Keeping Scientology Working (reissued 15 June 1970, 28 Jan. 1973)	44
14 Feb. 1965	Safeguarding Technology (reissued 7 June 1967)	49

28 Feb. 1965	Deliver	51
5 Apr. 1965	Handling the Suppressive Person-The Basis of Insanity	53
5 Apr. 1965	The No-Gain-Case Student	61
19 Apr. 1965	Training and Processing. Regulations-Technical Discipline	
	Students' Questions	65
28 Apr. 1965	Technical Personnel	67
29 Apr. 1965	Ethics-Review (excerpt)	68
29 Apr. 1965	Bonuses	Vol 3-313
8 May 1965	Results of HCO Technical Investigation	Vol 1-405
1 July 1965	Ethics Chits	69
1 July 1965	Comm Cycle Additives	Vol 1-426
5 July 1965	Assignment of Tech Personnel	70
7 July 1965	Releases, Policy on	71
11 July 1965	Assignment of Tech Personnel (amends & cancels 5 July 1965)	70
13 July 1965	Testing	73
26 July 1965	Release Declaration Restrictions-Healing Amendments	74
1 Sept. 1965	Some Tech Div Policies	75
24 Sept. 1965	Student and Pe Reports	77
23 Nov. 1965	Mark V and Listing E-Meters	Vol. 2-234
28 Dec. 1965	E-Meters Allowed	77
1 Feb. 1966	HGC Cure-Interne Training and Staff Auditors	78
1 Feb. 1966	Staff Auditor and Supervisor Procurement	80
10 Feb. 1966	Tech Recovery	81
10 Feb. 1966	Bonuses for Service Delivery	Vol 3-204
7 Mar. 1966	HGC Cure (Continued)	84
7 Mar. 1966	Star Rates on Tech and Qual Staff	85
8 Mar. 1966	High Crime	86
9 May 1966	Bonuses Adjusted (correction to 10 Feb. 1966)	Vol 3-206
21 July 1966	Tech vs Qual	88
22 Aug. 1966	Bonuses Adjusted (amendment & addition to 9 May 1966)	Vol 3-207
17 Oct. 1966	Bonuses	Vol 3-209
21 Nov. 1966	Addendum to HCO Pol Ltr of 17 October 1966, "Bonuses"	Vol. 3-211
7 June 1967	Safeguarding Technology (reissue of 14 Feb. 1965)	49
21 June 1967	A Message to the Executive Secretaries and All Org Staff	
	Quality Counts (reissue of 26 May 1961)	25
23 June 1967	Enrolment on Self Determinism (reissue of 10 Feb. 1964)	37
11 Aug. 1967	Second Dynamic Rules	89
20 Sept. 1967	Confidential Data	90
4 Oct. 1967	Auditor and Org Individual Stats	10
2 Nov. 1967	Tech Division, Departments of Tech Services, Training and Processing	2
20 Nov. 1967	Out Tech	90
27 Nov. 1967	Bonuses Adjusted (addition to 17 Oct. 1966, cancels 22 Aug. 1966)	Vol. 3-211
31 May 1968	Scientology Technology	91
31 May 1968	Auditors	Vol 0- 42
24 Aug. 1968	Dissemination	91
28 Oct. 1968	Technical Reports (cancels 20 Mar. 1964)	92
21 Nov. 1968	Senior Policy	92
20 Jan. 1969	A Vital Target-Trained Auditor Programme (LRH ED 81 INT)	93
29 Jan. 1969	Maintaining Standard Tech	95
5 Feb. 1969	Press Policy-Code of a Scientologist	Vol. 0- 25
20 Oct. 1969	Technical Divisions-Promotion and Responsibility	96
15 Nov. 1969	Rights and Duties	98
23 Feb. 1970	Ethics-Quality of Service	100
30 May 1970	Cutatives	102

3 June 1970	Orders to Divisions for Immediate Compliance (LRH ED 107 INT) (excerpt: Division IV)	104
15 June 1970	Keeping Scientology Working (reissue of 7 Feb. 1965)	<i>see- 44</i>
17 June 1970	Technical Degrades	106
14 Oct. 1970	Division IV Org Board, Ideal Scenes and Stats	13

THE AUDITOR'S CODE

20 Nov. 1950	Instruction Protocol-Official (reissued 2 Sept. 1970)	108
14 Oct. 1968	The Auditor's Code AD 18	111
2 Nov. 1968	Auditor's Code-Add to Pol Ltr 14 October AD 18	see-112
5 May 1969	Auditor's Code and Dianetics	234
2 Sept. 1970	Instruction Protocol-Official (reissue of 20 Nov. 1950)	108

POLICIES ON "SOURCES OF TROUBLE"

6 Oct. 1958	Who can be Processed-Who can be Trained	Vol I-Slo
30 Aug. 1960	Training Restrictions	Vol. 1-512
27 Oct. 1964	Policies on Physical Healing, Insanity and "Froublesome Sources"	Vol. I-S13
5 Nov. 1964	Corrections to HCO Policy Letters	Vol. 1-516
10 Feb. 1964	Enrolment on Self Determinism (reissued 23 June 1967)	Vol. 1-516
27 Oct. 1964	Policies on Physical Healing, Insanity and Potential Trouble Sources (reissued 23 June 1967)	Vol. 1-517
7 Apr. 1965	Healing Policy in Field	Vol. 1-521
26 July 1965	Release Declaration Restrictions-Healing Amendments	Vol. 1-522
21 Feb. 1969	Cancellation of Pol Ltr of November 5, 1964	Vol, 1-523
13 Mar. 1969	Addition to HCO Pol Ltr of 23 June 1967	Vol. 1-523
6 Apr. 1969	Dianetics	Vol. 1-524
7 May 1969	Policies on "Sources of Trouble"	Vol 1-S25
12 June 1969	Dianetic Registration	VoL 1-527
16 May 1970	Institutional and Shock Cases, Petitions from	Vol 1-529

DEPARTMENT TEN DEPARTMENT OF TECHNICAL SERVICES Student Administration HGC Administration

16 Apr. 1970	Tech Services	113
5 Sept. 1957	Testing	115
23 Nov. 1958	Scientometric Testing (See ED)	115
30 Apr. 1959	Additional Staff Auditors	116
9 June 1959	Student Files	116
19 Nov. 1960	Pc Scheduling	117
30 Jan. 1961	Case Files	117
24 Mar. 1961	HGC Admin Partial Hat-Staff Auditor Assignment	118
12 Dec. 1961	Training Activities	408
25 Apr. 1962	Hat of Course Administrator	see-121
21 Aug. 1962	Body Router Hat	120
22 Apr. 1963	Hat of Course Administrator	121
9 May 1965	Auditing Fees-Preferential Treatment of Preclears Scale of Preference	122
4 July 1965	Pc Routing-Review Code	603
19 July 1965	Release Checks, Procedure for	574
12 Sept. 1965	E-Meters and Books for Academy Students	140
3 Nov. 1965	Pe Scheduling	124
1 Feb. 1966	HGC Cure-Interne Training and Staff Auditors	78
29 June 1966	Keep Academy Check Sheets Up-to-Date	124
22 Sept. 1967	Solo Auditing Folders	475
11 May 1969	Standard Admin for Training and Tech Services	125
16 May 1969	Course Administration	209
29 May 1969	Dianetic Certificates	126
11 June 1969	Materials, Scarcity of (HCOB)	126
23 July 1969	Auditor Assignment Policies	127
29 July 1969	Course Administration Roll Book	128
8 Nov. 1969	Tech Services (FO 2175 reissued as HCO P/L 16 Apr. 1970)	113
16 Apr. 1970	Tech Services	113

**DEPARTMENT ELEVEN
DEPARTMENT OF TRAINING**

DIRECTOR OF TRAINING

20 Nov. 1950	Instruction Protocol-Official (reissued 2 Sept. 1970)	108
10 Apr. 1957	Student Intensives	219
7 May 1957	Assignment of Auditors, Rooms, Students	22
13 May 1957	Financial Enrollment Procedure	129
24 May 1957	Stable Data for Instructors (HCOB-)	146
1 June 1957	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Info Bull.)	23
25 Jan. 1958	Inept Students	148
6 May 1958	Modified Procedure for Signing Up Prospective Students & Pcs (Admin Directive)	130
9 May 1958	Who Should Take Which Class (HCOB)	130
26 Aug. 1959	Promotional Functions of the Academy (excerpt)	131
16 Oct. 1959	Handling Students' and Auditors' Reports (HCOB)	131
23 Oct. 1959	Academy Training	132
4 May 1960	Acceptance for ACC and Academy Courses	281
7 July 1960	Training Applicants	132
30 Aug. 1960	Training Restrictions	133
14 Nov. 1960	Sign Up of Students & Pes-Acceptance by D/P & D/T (excerpt)	24
31 Jan. 1961	Academy Meters	134
14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Academy of Scientology)	5
2 Nov. 1961	Training Quality (reissued 3 Mar. 1967)	134
8 Dec. 1961	Director of Training-Weekly Report Form	135
13 Dec. 1961	Extension Course Completion	136
14 May 1962	Training Sections	311
16 May 1962	HPA/HCA Training	136
19 Oct. 1962	Preparation of HPA/HCA Certificates	137
4 Apr. 1963	Director of Training Weekly Student Interviews	137
10 May 1963	Student Rates for HGC Auditing in SA Orgs	Vol. 3-231
8 Aug. 1963	"Plants" in Academies- Introduction of "Form" 5B	138
25 Sept. 1963	Right to Refuse HPA/HCA Student Application	139
18 Dec. 1964	Re: OIC Data	139
29 Apr. 1965	Ethics-Review (excerpt)	68
12 Sept. 1965	E-Meters and Books for Academy Students	140
1 Feb. 1966	Staff Auditor and Supervisor Procurement	80
29 June 1966	Keep Academy Check Sheets Up-to-Date	124
5 Oct. 1966	Students Terminating- Leave of Absence-Blown Students	469
3 Mar. 1967	Training Quality (reissue of 2 Nov. 1961)	134

COURSE SUPERVISION

Circa 1957	The Supervisor's Code (revised 15 Sept. 1967)	141
2 Dec. 1962	Supervisor's Stable Data (reissued as amended 7 Sept. 1967)	143
20 Nov. 1950	Instruction Protocol-Official (reissued 2 Sept. 1970)	108
5 Mar. 1957	Student Reports (HCOB)	145
17 May 1957	Definitions (HCO TB)	145
24 May 1957	Stable Data for Instructors (HCOB)	146
15 July 1957	Our First Lesson in Training (HCO TB)	147
4 Sept. 1957	Stable Data for Instructors (HCOB)	147
25 Jan. 1958	Inept Students	148
2 Apr. 1958	ARC in Comm Course (HCOB)	149
23 Apr. 1958	Vital Training Data for Training Hats and Registrar (HCOB)	149
29 Sept. 1958	Vital Training Data (HCOB)	ISO
4 May 1959	How to Write a Curriculum (HCOB)	151
26 Aug. 1959	Promotional Functions of the Academy (excerpt)	131

16 Oct. 1959	Handling Students' and Auditors' Reports (HCOB)	131
24 Feb. 1960	ACC Hats	351

31 Jan. 1961	Academy Meters	134
14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Academy of ScientIOgY)	5
17 Apr. 1961	Training, Professional-New Policy	295
7 June 1961	Academy Schedule, Clarification of (HCOB)	297
2 Nov. 1961	Training Quality (reissued 3 Mar. 1967)	134
22 Nov. 1961	Training Course Rules and Regulations	152
8 Dec. 1961	Instructor Weekly Report Form	154
8 Dec. 1961	Students' Weekly Reports to Ron (amended & reissued 23 Oct. 1967)	155
20 Dec. 1961	Student E-Metering	307
10 Jan. 1962	HCO Standing Order No, 5-Students (reissued as amended 21 June 1967)	156
4 Apr. 1962	Training Course Regulations (Added)	157
16 Apr. 1962	Regulations, Academies and Courses	157
9 May 1962	Addition to Students' Weekly Report (adds to 8 Dec. 1961)	158
14 May 1962	Training Sections	311
21 May 1962	Tape Examinations	158
24 May 1962	Training-Session Cancellation-Auditing Section	318
26 May 1962	Training Drills Must Be Correct	159
9 July 1962	Special Briefing Course	404
12 July 1962	The British Mark IV E-Meter	VoL 2-231
2 Aug. 1962	Training Aids	160
17 Sept. 1962	An Arrangement of the Academy	327
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
2 Dec. 1962	Instructors' Stable Data	161
14 Feb. 1963	How to Examine-Theory Examinations	163
15 Mar. 1963	Check Sheet Rating System	164
15 May 1963	Instructor Hats	164
18 Sept. 1963	Scientology Five-Scientology Instructors	165
24 Sept. 1963	Course Rules and Regulations	166
25 Sept. 1963	Hats of Student Instructors for SHSBC	168
27 Sept. 1963	Training Technology-Pink Sheets	171
23 Oct. 1963	Students' Weekly Reports to Ron	see-155
28 Oct. 1963	Student ARC Breaks	173
20 Feb. 1964	Regulations-Course (excerpt)	436
10 Apr. 1964	Scientology Courses (reissued as amended 23 June 1967)	174
12 May 1964	Theory Testing-Expiration Dates	175
25 May 1964	Instructor's Conference Report Form	444
11 June 1964	New Students Data	445
16 Sept. 1964	Understanding and Tape Lectures (reissued 21 July 1967)	176
24 Sept. 1964	Instruction & Examination: Raising the Standard of	177
4 Oct. 1964	Theory Check-Out Data (reissued 21 May 1967) (modifies 24 Sept. 1964)	181
28 Feb. 1965	Course Check Outs-Twin-Checking	183
16 Mar. 1965	Further Material on Study-Examinations (reissued 13 Sept. 1967)	184
5 Apr. 1965	Handling the Suppressive Person-The Basis of Insanity	53
5 Apr. 1965	The No-Gain-Case Student	61
16 Apr. 1965	The "Hidden Data Line"	186
16 Apr. 1965	Drills, Allowed	188
19 Apr. 1965	Training and Processing Regulations	
	Technical Discipline-Studente Questions	65
5 May 1965	Supervisors	190
16 May 1965	Important Explanation-Auditing Restrictions	221
16 May 1965	Academy Courses-General Remarks-Zero Courses	
	Hubbard Recognized Scientologist	347
17 May 1965	Academy Processing	224
17 May 1965	Urgent-CCHs (cancels 15 May 1962)	191
24 May 1965	Student Guide to Acceptable Behaviour	458
23 Aug. 1965	Deletion of TR 5	191
26 Aug. 1965	Scientology Training-Twin Checkouts	192

21 Sept. 1965	E-Meter Drills	195
15 Dec. 1965	Students Guide to Acceptable Behaviour	196
10 Feb. 1966	Check Sheets, Course	466
29 June 1966	Keep Academy Check Sheets Up-to-Date	124
12 Oct. 1966	Examinations	198
29 Dec. 1966	Routing and Handling of SHSBC, Dianetic, Solo V1 and Academy Students	198
21 May 1967	Theory Check-Out Data (reissue of 4 Oct. 1964) (modifies 24 Sept. 1964)	181
21 June 1967	HCO Standing Order No. 5-Students (reissue& amendment of 10 Jan. 1962)	156
23 June 1967	Scientology Courses (reissue & amendment of 10 Apr. 1964)	174
21 July 1967	Understanding and Tape Lectures (reissue of 16 Sept. 1964)	176
11 Aug. 1967	Second Dynamic Rules	89
7 Sept. 1967	Supervisor's Stable Data (reissue & amendment of 2 Dec. 1962)	143
13 Sept. 1967	Further Material on Study-Examinations (reissue of 16 Mar. 1965)	184
15 Sept. 1967	The Supervisor's Code	141
18 Sept. 1967	Study-Complexity and Confronting	199
18 Oct. 1967	Academy Check Sheets-Supervisor Conditions	201
23 Oct. 1967	Students'Weekly Reports to Ron (reissue & amendment of 8 Dec. 1961)	see-155
22 Nov. 1967	Out Tech (see also revised reissue 18 July 1970, page 215)	Vol. 1-472
8 Mar. 1968	Checksheets	202
19 Oct. 1968	Course Completion-Student Indicators	202
24 Oct. 1968	Supervisor Know-How-Running the Class	203
24 Oct. 1968	Supervisor Know-How-Handling the Student	204
24 Oct. 1968	Supervisor Know-How-R Factor to Students	205
24 Oct. 1968	Supervisor Know-How-Tips in Handling Students	206
7 May 1969	Students Guide to Acceptable Behaviour	235
8 May 1969	How to Teach a Course	207
8 May 1969	Enturbulative Students	208
8 May 1969	Fast Flow by Attestation	237
8 May 1969	Teaching the Dianotics Course (HCOB)	238
14 May 1969	Star Rate Checkouts on Standard Dianetics Course	see-262
14 May 1969	How to do a Starrate Checkout	240
16 May 1969	Course Administration	209
24 May 1969	Progress Board	249
24 May 1969	Dianetics Course Supervision and Administration	
	Supervisor Checkouts	252
29 May 1969	Dianetic Certificates	126
1 June 1969	Dianetics Training	253
3 June 1969	Dianetic Course Pricing	Vol. 3-236
3 June 1969	Legal Statement concerning Dianetics & Medical Practice Laws	254
7 June 1969	Dianetics-Points Which Go Out and Wreck Pcs (HCOB)	255
11 June 1969	Materials, Scarcity of (HCOB)	126
12 June 1969	Dianetic Registration	257
24 June 1969	Dianetics-Pre-Auditing Examination	259
11 July 1969	Supervision (HCOB)	260
22 July 1969	Fast Flow Training (cancels 28 Jan. 1969)	210
27 July 1969	What is a Checksheet	211
29 July 1969	Course Administration- Roll Book	128
30 July 1969	Student Progress Board (cancels 24 May 69)	212
6 Dec. 1969	Tech Retreads and Retraining	see-216
8 June 1970	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 11, 17 May 1965 & 17 May 1965 11)	227
18 July 1970	Out Tech (revised reissue of 22 Nov. 1967)	215

22 July 1970	Tech Retreads and Retraining (amends 6 Dec. 1969)	216
16 Mar. 1971	What is a Course?	217
26 Jan. 1972	What is a Course? (amends 16 Mar. 197 1)	see-218

(See Volume 6 for information on tape and film presentation)

STUDENT AUDITING

20 Nov. 1950	Instruction Protocol-Official (reissued 2 Sept. 1970)	108
10 Apr. 1957	Student Intensives	219
3 May 1957	Training-What it is Today-How we tell People about it (HCOB) 268	
9 May 1957	Student Intensives	see-219
25 Jan. 1958	Inept Students	148
29 Oct. 1959	Processing of Academy Students	219
15 Nov. 1960	Staff Certificate Requirements	220
17 Jan. 1962	Auditor Assignment	220
7 Feb. 1962	Restriction on Saint Hill Area (amends 20 Dec. 1960)	409
24 May 1962	Training-Session Cancellation-Auditing Section	318
17 Sept. 1962	An Arrangement of the Academy	327
20 Sept. 1962	Co-Audit Unit	413
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
28 Oct. 1962	Z Unit-Case Review	417
28 Oct. 1962	Co-Audit Suspended	418
11 Feb. 1963	Auditing Regulations	426
13 Feb. 1963	V Unit	427
29 May. 1963	Clear Requirement	429
18 June 1963	Students Blowing	432
2 Apr. 1965	Star-Rate Checkouts for Process (modification of 27 Feb. 1965)	453
16 May 1965	Important Explanation-Auditing Restrictions	221
17 May 1965	Free Scientology Centre	222
17 May 1965	Academy Processing	224
22 Oct. 1965	Requirements for Student Classification	225
29 Oct. 1965	Student Auditing of Preclears	226
30 Dec. 1966	What the SHSBC Student Needs to Know about Foundation	471
1 Feb. 1967	Student Auditing of Preclears (replaces 29 Oct. 1965)	226
24 Feb. 1968	Fast Flow for SHSBC Students' Preclears (amends 30 Dec. 1966)	472
23 Apr. 1968	Parent or Guardian Assent Forms	VoL 2-283
23 May 1969	Parent or Guardian Assent Forms	Vol. 2-289
23 May 1969	Dianetics Course Student Auditing	251
8 June 1970	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 11, 17 May 1965 & 17 May 1965 11)	227

DIANETIC AUDITOR'S COURSE

3 Apr. 1966	Dianetic Auditor's Course	228
2 Aug. 1966	Dianetic Auditing	229
22 Sept. 1967	Dianetic Auditor's Course Auditing Policy	230
23 Feb. 1968	Dianetic Auditor's Course Auditing Policy	231
25 Jan. 1969	Dianetic Auditor's Course Auditing Policy	231
3 Sept. 1969	Former HDAs, HPAs	Vol. 3-238

STANDARD DIANETICS

Training and Auditing

6 Apr. 1969	Dianetics	232
6 Apr. 1969	Dianetic Registration	see-257
5 May 1969	Dianetic Course Examinations	233
5 May 1969	Auditor's Code and Dianetics	234
7 May 1969	Students Guide to Acceptable Behaviour	235
7 May 1969	Hubbard Standard Dianetics Course Policy	237
8 May 1969	Fast Flow by Attestation	237
8 May 1969	Teaching the Dianetics Course (HCOB)	238

8 May 1969	Out Tech (revision of 22 Nov. 1967)	239
14 May 1969	Star Rate Checkouts on Standard Dianetics Course	see-2.62
14 May 1969	How to do a Starrate Checkout	240

16 May 1969	Course Administration	209
19 May 1969	Hubbard Standard Dianetics Course Policy (cancels 7 May 1969)	241
20 May 1969	Hubbard Standard Dianetics Course	
	Course Materials Papers and Files	242
20 May 1969	Keeping Dianetics Working in an Area (HCOB)	245
23 May 1969	Dianetic Contract	247
23 May 1969	Dianetics Course Student Auditing	251
23 May 1969	Parent or Guardian Assent Forms	Vol. 2-289
24 May 1969	Progress Board	249
24 May 1969	Dianetics Course Supervision and Administration	
	Supervisor Checkouts	252
29 May 1969	Dianetic Certificates	126
1 June 1969	Dianetics Training	253
3 June 1969	Legal Statement concerning Dianetics & Medical Practice Laws	254
7 June 1969	Dianetics-Points Which Go Out and Wreck Pes (HCOB)	255
12 June 1969	Dianetic Registration (revises 6 Apr. 1969)	257
24 June 1969	Dianetics-Pre-Auditing Examination	259
11 July 1969	Supervision (HCOB)	260
27 July 1969	What is a Checksheet	211
27 July 1969	Antibiotics (HCOB)	Vol. 2-332
3 Aug. 1969	Starrate Checkouts on Standard Dianetics Course (corrects & replaces 14 May 1969)	262
2 Sept. 1969	Correction to HCO PL 12 June 1969-Dianetic Registration see-258	
3 Sept. 1969	Former HDAs, HPAs	Vol 2-295
5 Oct. 1969	Dianetic Courses, Wildcat (revised & reissued 10 Dec. 1969)	263
27 Oct. 1969	Training Aids (reissue of 2 Aug. 1962)	see-160
17 Nov. 1969	Dianetics and Scientology Services	401
10 Dec. 1969	Dianetic Courses, Wildcat (revised reissue of 5 Oct. 1969)	263

ACADEMY OF SCIENTOLOGY

12 Sept. 1956	The Summary of a Bulletin from the Academy in Washington D.C.-Concerning Training	264
3 May 1957	Training-What it is Today	
	How We Tell People About It (HCOB)	268
21 Jan. 1958	ACCs-HPA/HCA (HCOB)	349
25 Jan. 1958	Inept Students	148
2 Apr. 1958	ARC in Comm Course (HCOB)	149
1 Oct. 1958	HCO Board of Review	269
2 Oct. 1958	Sale and Conduct of Academy Courses	272
9 Oct. 1958	Correction of HCO Policy Letter of October 1, 1958 (HCOB) see-271	
15 Dec. 1958	Academy Training Curriculum & Examination	274
16 Dec. 1958	Extension Course Curriculum (HCOB)	275
6 Jan. 1959	(Change of HCO Policy Letter of 15 December 1958) (HCOB)	277
19 Jan. 1959	Extra Weeks on HPA Course	277
10 Mar. 1959	BScn/HCS Course Tapes	Vol. 2-213
8 Apr. 1959	New HPA/HCA Tapes	Vol. 2-214
11 May 1959	HPA/BScn "Retreads"	278
13 Aug. 1959	Students Attending Courses	278
26 Aug. 1959	Promotional Functions of the Academy (excerpt)	131
31 Aug. 1959	Certifications	279
23 Oct. 1959	Academy Training	132
22 Feb. 1960	HPA Qualifications	279
29 Mar. 1960	HGC and Academy Prices for Minors	Vol. 2-260
1 Apr. 1960	Training Requirements-Hubbard Apprentice Scientologist	
	HPA/HCA-BScn/HCS (HCOB)	280
4 May 1960	Acceptance for ACC and Academy Courses	281

24 May 1960	Extension Course Prices	Vol. 3-227
11 Oct. 1960	Case Assessments for Students	282
2 Nov. 1960	HPA/HCA Course	282
16 Nov. 1960	New Org Programmes	283

17 Nov. 1960	Anatomy of the Human Mind Course as a Pre-requisite for HPA Training	284
31 Jan. 1961	Academy Meters	134
14 Feb. 1961	The Academy of Scientology (excerpt)	284
27 Feb. 1961	Free Courses	Vol 3-228
13 Mar. 1961	Free Courses (revises 27 Feb. 1961)	Vol 3-228
5 Apr. 1961	HCAJHPA Rundown or Practical Course Rundown for Academics	285
10 Apr. 1961	HCO Ltd HPA/HCA Certificate Conditions	294
17 Apr. 1961	Training, Professional-New Policy	295
8 May 1961	Extension Course	296
26 May 1961	Modification of HPAJHCA, BScn1HCS Schedule	296
7 June 1961	Academy Schedule, Clarification of (HCOB)	297
23 Aug. 1961	HPA/HCA Policy	299
20 Sept. 1961	Training Policy	299
6 Oct. 1961	Standardized E-Meter Book Exam	300
9 Oct. 1961	Academy Training	302
9 Oct. 1961	HPA/HCA Rundown Change (amends HCOB 7 June 1961)	see-298
23 Oct. 1961	New Rundown for BScn/HCS Course	304
2 Nov. 1961	Allowed Processes from Courses	305
21 Nov. 1961	Training Course Requirements	306
24 Nov. 1961	Saint Hill Tapes for HPA/HCA Courses	306
20 Dec. 1961	Student E-Metering	307
3 Jan. 1962	Upgrading of Auditors	308
3 May 1962	Practical Auditing Skills	309
14 May 1962	Training Sections	311
14 May 1962	Training-Classes of Auditors	313
16 May 1962	HPA/HCA Training	136
21 May 1962	Training-Classes of Auditors (revised from 14 May 1962)	315
24 May 1962	Training- Session Cancellation-Auditing Section	318
24 May 1962	Questionnaire	322
5 June 1962	Class II Training only by Academies and Saint Hill	324
7 June 1962	Professional Training to be done in Academy & Saint Hill Only	324
26 June 1962	Certification Requirements	328
2 July 1962	Rudiments Policy	549
14 July 1962	Auditing Allowed	330
24 July 1962	Academy Extra Weeks	325
30 July 1962	Certification and Validation Requirements	326
9 Aug. 1962	Names and Addresses of Academy Enrollees	Vol 1-267
1 Sept. 1962	Healing Promotion	556
17 Sept. 1962	An Arrangement of the Academy	327
27 Sept. 1962	Clears Must Be Trained	334
12 Oct. 1962	HPA/HCA Written Examination	334
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
24 Nov. 1962	Objective One	338
8 Dec. 1962	Training-Saint Hill Special Briefing Course Summary of Subjects by Units	423
13 Feb. 1963	V Unit	427
13 Feb. 1963	Academy Taught Processes	339
23 Mar. 1963	Classification of Auditors-Class 11 & Goals	340
31 May 1963	Training of Clears (cancels 27 Sept. 1962)	341
10 June 1963	Scientology Training-Technical Studies	342
9 July 1963	HPA/HCA Certificate Check Sheet	342
30 July 1963	Current Planning	344
21 Aug. 1963	Change of Organization Targets-Project 80-A Preview	Vol 2- 95
22 Apr. 1965	Level 0 Comm Course	346
16 May 1965	Important Explanation -Auditing Restrictions	221
16 May 1965	Academy Courses-General Remarks-Zero Courses Hubbard Recognized Scientologist	347
17 May 1965	Academy Processing	224
24 May 1965	Student Guide to Acceptable Behaviour	458
18 Oct. 1967	Academy Check Sheets-Supervisor Conditions	201

ACCs AND SPECIAL COURSES

21 Jan. 1958	ACCs-HPA/HCA (HCOB)	349
27 Nov. 1958	ACC Records	349
2 Jan. 1959	Instructors or HCO Staff-Processing Past ACC Students	349
23 Feb. 1960	ACC Files	350
24 Feb. 1960	ACC Hats	351
23 Mar. 1960	ACC Supervisor Hat	354
4 May 1960	Acceptance for ACC and Academy Courses	354
21 Dec. 1960	Curriculum for ACCs-Jan uary 1961	355
12 Sept. 1961	Curriculum for Clearing Courses	356
28 Dec. 1961	Clearing Courses	3S9
2 Sept. 1969	Old ACC Students	3S9

CLASS AND GRADE PROGRAMME

(Earlier materials on the Class and Grade Programme are covered in sections on Academy, SHSBC and HGC)

26 Nov. 1963	Certificate and Classification Changes-Everyone Classified	360
6 Dec. 1963	Org Programming	363
11 Dec. 1963	Classification for Everyone (amends 26 Nov. 1963)	364
13 Feb. 1964	Classification	365
23 Feb. 1964	Classification	366
24 Feb. 1964	Org Programming	367
22 Apr. 1964	Summary of Policies on Classification & Gradation, Certification, Franchise and Memberships, and the Auditors Division	369
5 May 1964	Summary of Classification and Gradation and Certification	373
18 June 1964	Professional Route Classification Requirements (addenda to 5 May 1964)	378
30 July 1964	Gradation Programme, Revised	379
23 Sept. 1964	Auditing and Training Policies (excerpt)	40
11 Dec. 1964	Full Table of Courses and Classification	380
17 Mar. 1965	Clearing and Training	383
14 Apr. 1965	Classification on GPMs	454
5 May 1965	Classification, Gradation and Awareness Chart (reissued 4 July 1970)	384
10 May 1965	Releases-Vital Data (revised & reissued 19 Sept. 1967)	387
28 June 1965	Releases, Different Kinds (HCOB)	389
5 Aug. 1965	Release Stages (HCOB)	390
23 Aug. 1965	Classification at Upper Levels-Temporary Measure	392
30 Aug. 1965	Release Stages (HCOB)	393
22 Sept. 1965	Release Gradation-New Levels of Release (HCOB)	395
27 Sept. 1965	Release Gradation-Additional Data (HCOB) (Supplements HCOB 22 Sept. 1965)	398
19 Sept. 1967	Releases-Vital Data (revised reissue of 10 May 1965)	387
2 Sept. 1969	Triple Grades	VoL 2-294
17 Nov. 1969	Dianetics and Scientology Services (cancels 5 May 1969, 17 May 1969 & 26 Oct. 1969)	401
IO May 1970	Single Declare (cancels 6 Aug. 1966)	403
4 July 1970	Classification, Gradation and Awareness Chart (reissue of 5 May 1965)	384

SAINT HILL SPECIAL BRIEFING COURSE

9 July 1962	Special Briefing Course	404
12 Nov. 1962	Purpose of the Saint Hill Special Briefing Course	405
20 Dec. 1960	Restriction on Saint Hill Area	see-409
11 May 1961	Student Training-Auditing has Priority	405
18 Oct. 1961	Examinations	406
25 Oct. 1961	New Students Sec Check	406
6 Dec. 1961	Saint Hill Training-Candidates from Organizations	407
12 Dec. 1961	Training Activities	408
19 Dec. 1961	Saint Hill Retreads	see-410
7 Feb. 1962	Restriction on Saint Hill Area (amends 20 Dec. 1960)	409
13 Feb. 1962	3D Criss Cross Items	409
14 Feb. 1962	Saint Hill Retreads (amends 19 Dec. 1961)	410
12 Mar. 1962	Staff Training	410
25 Apr. 1962	Hat of Course Administrator	see- 121
14 May 1962	Training Sections	311
14 May 1962	Training-Classes of Auditors	313
21 May 1962	Training-Classes of Auditors (revised from 14 May 1962)	315
24 May 1962	Training-Session Cancellation-Auditing Section	318
5 June 1962	Class 11 Training only by Academies and Saint Hill	324
5 July 1962	Course Rotation	411
9 July 1962	Mimeo and Magazine Distribution, Sthil Course	411
9 July 1962	Special Briefing Course	404
19 July 1962	Clearing-Free Needles	552
12 Sept. 1962	Saint Hill Graduates	412
20 Sept. 1962	Co-Audit Unit	413
27 Sept. 1962	Pay for Goals Finding	414
28 Sept. 1962	Saint Hill Briefing Course Terminations	414
2 Oct. 1962	Termination & Classification	415
3 Oct. 1962	Rooms, Emptying for Cleaning	417
21 Oct. 1962	Auditing Supervisor and Auditing Instructors, Duties of	335
28 Oct. 1962	Z Unit-Case Review	417
28 Oct. 1962	Co-Audit Suspended	418
8 Nov. 1962	Departure Form	418
12 Nov. 1962	Purpose of the Saint Hill Special Briefing Course	405
14 Nov. 1962	Terminations from the Saint Hill Special Briefing Course	420
23 Nov. 1962	Saint Hill Retread Fee	420
1 Dec. 1962	V Unit-New Students-Saint Hill Special Briefing Course	421
6 Dec. 1962	Saint Hill Special Briefing Course	422
8 Dec. 1962	Training-Saint Hill Special Briefing Course	
	Summary of Subjects by Units	423
8 Feb. 1963	Curriculum Change	424
9 Feb. 1963	Saint Hill Course Goals	425
11 Feb. 1963	Auditing Regulations	426
13 Feb. 1963	V Unit	427
14 Feb. 1963	Saint Hill Special Briefing Course	
	Reimbursement Arrangements	Vol. 3-291
23 Mar. 1963	Classification of Auditors-Class II & Goals	340
29 Mar. 1963	Clear Requirement	429
2 Apr. 1963	Food and Cleaning Regulations for Students	430
5 Apr. 1963	Organization Students on Saint Hill Course	431
22 Apr. 1963	Hat of Course Administrator	121
5 May 1963	Staff Member Enrolments	Vol 3-292
18 June 1963	Students Blowing	432
23 July 1963	Retreads on Saint Hill Special Briefing Course	432
2 Aug. 1963	Saint Hill Course Changes	433

25 Sept. 1963	Hats of Student Instructors for SHSBC	168
8 Oct. 1963	New Saint Hill Certificates and Course Changes	434
24 Jan. 1964	Case Supervisor	435
20 Feb. 1964	Regulations-Course (excerpt)	436
2 Apr. 1964	To the Saint Hill Student: Instruction Targets	437
2 Apr. 1964	Use of Recreation Facilities, 1964	438
2 Apr. 1964	Saint Hill Enrolment-Materials, Courses, and Use of Class VI Processes	439
17 Apr. 1964	Food and Cleaning Regulations for Students	442
8 May 1964	Transport	443
13 May 1964	Transport (adds to 8 May 1964)	443
25 May 1964	Instructor's Conference Report Form	444
11 June 1964	New Students Data	445
16 Sept. 1964	Terminations	447
18 Sept. 1964	Final Classification on Termination from Saint Hill	447
13 Nov. 1964	Provisional Class VI Classification (cancels 18 Sept. 1964)	448
27 Feb. 1965	Course Pattern	449
17 Mar. 1965	Faculty Meeting Report	452
2 Apr. 1965	Star-Rate Checkouts for Process (modification of 27 Feb. 1965)	453
13 Apr. 1965	Course R6 Auditing	454
14 Apr. 1965	Classification on GPMs	454
14 Apr. 1965	Organization GPM Unit	455
23 Apr. 1965	Correction to HCO Policy Letter of April 14, AD 15 Organization GPM Unit	<i>see-455</i>
13 May 1965	SHSBC Unit-Graduation	457
17 May 1965	Academy Processing	224
24 May 1965	Student Guide to Acceptable Behaviour	458
3 June 1965	R6 EW	461
28 July 1965	Course R6 Auditing	462
6 Aug. 1965	Technical Queries from R6 Graduates	462
1 Sept. 1965	Saint Hill Services and Prices	<i>Vol. 3-235</i>
14 Sept. 1965	Classification Required Before Moving to Next Level	463
14 Oct. 1965	Course Pattern (amends 27 Feb. 1965)	464
19 Oct. 1965	Release Declarations	597
12 Nov. 1965	Transfers from SHSBC to Solo Audit Course	474
10 Feb. 1966	Check Sheets, Course	466
9 May 1966	Requirements for a SHSBC Supervisor	<i>Vol. 1-117</i>
17 Aug. 1966	Routing and Handling of SHSBC Students	468
13 Sept. 1966	Requirement for Termination on the SHSBC and Enrolment on Solo Course	468
5 Oct. 1966	Students Terminating- Leave of Absence-Blown Students	469
12 Oct. 1966	Duration of SHSBC and Solo Course Requirements	470
30 Dec. 1966	What the SHSBC Student Needs to Know about Foundation	471
22 Sept. 1967	Solo Auditing Folders	475
27 Nov. 1967	R 6 Materials	475
24 Feb. 1968	Fast Flow for SHSBC Students' Preclears; (amends 30 Dec. 1966)	472
11 Dec. 1969	Training of Clears	<i>Vol. 2-299</i>

SOLO AUDIT COURSE

25 Oct. 1965	Saint Hill Solo Audit Course	473
12 Nov. 1965	Transfers from SHSBC to Solo Audit Course	474
28 Dec. 1965	Enrollment in Suppressive Groups	<i>see Vol. 1-484, Vol. 2-284</i>
13 Sept. 1966	Requirement for Termination on the SHSBC and Enrolment on Solo Course	468
5 Oct. 1966	Students Terminating-Leave of Absence-Blown Students	469
12 Oct. 1966	Duration of SHSBC and Solo Course Requirements	470

22 Sept. 1967	Solo Auditing Folders	475
27 Nov. 1967	R 6 Materials	475
29 June 1968	Enrollment in Suppressive Groups (amends 28 Dec. 1965)	<i>Vol. 1-484, Vol. 2-284</i>

ADVANCED COURSES
Clearing Course - OT Courses

*(Policy Letters which give technical data belonging solely to Solo
and above are found in the hats and course materials for those levels.)*

13 Dec. 1965	Staff on Saint Hill Clearing Course	476
28 Dec. 1965	Enrollment in Suppressive Groups	see Vol. 1-484
13 Jan. 1966	Regulations for Auditing of Staff and Students	476
3 Feb. 1966	Clearing Course- Submission of Folders	477
3 Feb. 1966	Clearing Course-Weekly Auditing Hours	477
13 Mar. 1966	Amnesty	478
29 Apr. 1966	Ethics: Clearing Course	478
9 May 1966	Bonuses Adjusted	Vol. 3-206
4 Aug. 1966	Ethics-Clears, Invalidation of	479
9 Aug. 1966	OT Colour Flash-Colour Flash Addition	479
12 Aug. 1966	OT Course	see-483
12 Aug. 1966	The Operating Thetan Course	480
16 Aug. 1966	Clearing Course Security	480
22 Aug. 1966	Bonuses Adjusted (amendment & addition to 9 May 1966)	Vol. 3-207
28 Sept. 1966	Clearing and OT Course Regulations	
	Clearing and OT Course Case Supervision	see-487
30 Sept. 1966	Clearing and OT Course Regulations	see-487
14 Oct. 1966	Clearing Course Folders (cancels 3 Feb. 1966)	481
7 Nov. 1966	Clear Check-outs in Continental Orgs.	482
10 Nov. 1966	Clearing Course and OT Course Materials	see-492
14 Nov. 1966	OT Course (replaces 12 Aug. 1966)	483
16 Dec. 1966	Clearing Course Regulation	483
17 Jan. 1967	An Open Letter to All Clears	484
11 Apr. 1967	Section III OT Prerequisite	485
26 Apr. 1967	Staff on Saint Hill Advanced Courses	485
1 May 1967	Advanced Courses Administration	486
6 July 1967	Advanced Courses Supervisors' Statistic	486
12 Sept. 1967	Clearing and OT Course Regulations	
	Clearing and OT Course Supervision (replaces 30 Sept. 1966 & combines it with 28 Sept. 1966)	487
12 Nov. 1967	Clearing and OT Course Regulations (continues 30 Sept. 1966)	488
21 Nov. 1967	Additional Policies on Advanced Courses Security	489
27 Nov. 1967	Bonuses Adjusted (addition to 17 Oct. 1966, cancels 22 Aug. 1966)	Vol. 3-211
9 Jan. 1968	Cancellation of HCO Policy Letter of 12 Sept. 1967 and HCO Policy Letter of 13 Sept. 1967	491
28 Jan. 1968	Cancellation	see-490
2 Mar. 1969	Advanced Course-Security Check	Vol. 1-476
29 June 1968	Enrollment in Suppressive Groups (amends 28 Dec. 1965)	Vol. 1-484, Vol. 2-284
16 Dec. 1968	Security Div I	Vol. 1-490
3 Dec. 1969	Solo Auditing and Pregnancy	491
11 Dec. 1969	Training of Clears	Vol. 2-299
11 Aug. 1971	Advanced Courses Materials-Security of Data (replaces 10 Nov. 1966)	492

CLASS VIII COURSE

29 Oct. 1969	Classified Materials	493
3 Sept. 1969	Successful Class VIIIs	493
26 Oct. 1969	Class VIII & HDG	494
15 Nov. 1969	Class VIII Retread	Vol. 3-239
28 Nov. 1969	Class VIII Retread (15 Nov. 1969 corrected)	YoL 3-239
16 Jan. 1970	Class VIII Requirement	494
20 Jan. 1970	Class VIII Retread ,(corrects 28 Nov. 1969 & 15 Nov. 1969)	Vol. 3-242

**DEPARTMENT TWELVE
DEPARTMENT OF PROCESSING
HUBBARD GUIDANCE CENTER
HGC AUDITORS**

*(A study of this Department should include the
Class and Grade Programme, pages 360-403.)*

14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Hubbard Guidance Centre)	6
20 May 1954	Atmosphere of the Clinic (extract from Clinical Procedure)	495
20 May 1954	The Auditors of the Clinic (extract from Clinical Procedure)	495
26 Sept. 1956	Registrar (Org Bulletin)	495
26 Sept. 1956	Procedure for Putting Auditors on Staff (Org Bulletin)	496
15 Nov. 1956	HGC Preclear Complaints (HCOB)	496
7 May 1957	Assignment of Auditors, Rooms, Students	22
13 May 1957	Financial Enrollment Procedure	129
17 May 1957	The Hubbard Guidance Center	496
1 June 1957	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Info Bull.)	23
10 June 1957	What to Tell New HGC Auditors to Process on Preclears (HCO Processing Bulletin)497	
10 July 1957	Hiring of Staff Auditors	497
2 Sept. 1957	Verbal Directions from LRH (HCOB)	497
5 Sept. 1957	All preclears are expected to498	
16 Sept. 1957	HGC Policy	498
16 Sept. 1957	Hubbard Guidance Centre-Use of Title (HASI Staff Notice)	498
8 Feb. 1958	Since people will begin to expect being cleared. . .	499
4 Mar. 1958	Addition to HASI Policy Letter of Feb. 8, 1958 (HCOB)	499
6 May 1958	Modified Procedure for Signing up Prospective Students & Pes (Admin Directive)	130
9 July 1958	Staff Clearing (HCOB)	500
25 Nov. 1958	Techniques to be Used on HGC Preclears	Soo
23 Dec. 1958	Qualifications of HGC Staff Auditors	501
31 Dec. 1958	Routing of Profiles (HCO Sec'I Letter)	502
30 Apr. 1959	Additional Staff Auditors 116	
2 June 1959	Correction of HCO Policy Letter of 23 December 1958	
	Qualification of HGC Staff Auditors	501
19 Aug. 1959	Writing of Letters by Staff Auditors	Vol 2-365
26 Aug. 1959	Promotional Functions of the HGC (excerpt)	503
3 Sept. 1959	Director of Processing-Hat (Sec'l ED)	504
9 Oct. 1959	Staff Auditors	512
16 Oct. 1959	Handling Students' and Auditors' Reports (HCOB)	512
16 Oct. 1959	How to Prepare HGC Weekly Reports for Review	513
27 Oct. 1959	Processing of Children on the HGC	Vol 3-226
1 Jan. 1960	Administrative Procedure for Reducing Overts	514
22 Jan. 1960	Requirements for HGC Auditors	515
29 Mar. 1960	HGC and Academy Prices for Minors (cancels & replaces 27 Oct. 1959)	Vol. 2-260
2 June 1960	Requirements for Staff Posts,	Vol L 1-123
19 Aug, 1960	Registrar Lost Line	516
17 SepL 1960	Giving the Pc Full Hours	517
14 Nov. 1960	Sign Up of Students & Pes-Acceptance by D/P & D/T (excerpt)	24
15 Nov. 1960	Staff Certificate Requirements	220
19 Nov, 1960	Pc Scheduling	117
22 Nov, 1960	There will be no professional rates.....(SA only)	Vol. 3-249
10 Jan. 1961	A Brief Outline of an HGC as Currently Done	518
30 Jan. 1961	Case Files	117
14 Feb. 1961	The Pattern of a Central Organization (excerpt: The Hubbard Guidance Centre)	6
27 Feb. 1961	Free Courses	Vol. 3-228

6 Mar. 1961	Restriction on SOP Goals Procedure	518
20 Mar. 1961	Basic Staff Auditor's Hat	519
24 Mar. 1961	HGC Admin Partial Hat-Staff Auditor Assignment	118
31 Mar. 1961	The Director of Processing's Case Checking Hat	525
5 Apr. 1961	SOP Goals Goofs	531
25 Apr. 1961	D of P Form-Check Type One (modifies 31 Mar. 1961)	S32
10 May 1961	Staff Auditors	534
24 May 1961	SOP Goals Assessments	535
26 May 1961	Basic Staff Auditor's Hat (refers to 20 Mar. 1961)	536
24 Aug. 1961	HGC Allowed Processes	536
29 Sept. 1961	HGC Allowed Processes	537
23 Oct. 1961	E-Meters to be Approved	<i>Vol 2-228</i>
27 Oct. 1961	Professional Rates Restored	<i>Vol 3-250</i>
21 Nov. 1961	HGC Processing Liability	539
29 Nov. 1961	Class of Auditors (adds to 29 Sept. 1961)	541
28 Dec. 1961	HGC Allowed Processes	543
5 Jan. 1962	Reports from HGCs	544
17 Jan. 1962	Responsibility Again (reissued 7 June 1967)	546
22 Jan. 1962	Security Checks	547
17 May 1962	Rudiments Checks	547
29 May 1962	Professional Rates (adds to 27 Oct. 1961)	<i>Vol. 3-251</i>
1 June 1962	Auditing- Rudiments Check Sheet	548
2 July 1962	Rudiments Policy	549
14 July 1962	Auditing Allowed	550
19 July 1962	Clearing-Free Needles	552
13 Aug. 1962	Clearing	553
28 Aug. 1962	How to Write an Auditor's Report	554
1 Sept. 1962	Healing Promotion	556
12 Sept. 1962	Authorized Processes	557
27 Sept. 1962	Clears Must Be Trained	334
27 Sept. 1962	Valid Processes	558
8 Oct. 1962	HGC Clearing	559
16 Oct. 1962	Auditing Hours Limited	562
15 Jan. 1963	Routine 2-12	563
21 Feb. 1963	Urgent-Goals Check	564
6 Mar. 1963	Selling Techniques Forbidden	<i>Vol. 2-325</i>
11 Apr. 1963	Goals Finding and Goal Finders	564
13 Apr. 1963	Policy of HGCs	565
31 May 1963	Training of Clears (cancels 27 Sept. 1962)	341
18 Mar. 1964	HGC Allowed Processes	566
21 Aug. 1964	Staff Auditors (reissued 7 June 1967)	567
28 Sept. 1964	Clay Table Use	568
5 Apr. 1965	Handling the Suppressive Person-The Basis of Insanity	53
5 Apr. 1965	The No-Gain-Case Student	61
19 Apr. 1965	Training and Processing Regulations	
	Technical Discipline-Students' Questions	65
17 May 1965	Free Scientology Centre	222
23 May 1965	Rebates	569
27 May 1965	Processing	570
14 June 1965	Folders, Marking of	571
17 June 1965	Staff Auditor Advices	601
4 July 1965	Pc Routing-Review Code	603
6 July 1965	Releases	571
7 July 1965	Releases, Policy on	71
12 July 1965*	Release Policies~Starting the Pc	572
19 July 1965	Release Checks, Procedure for	574
19 July 1965	Separation Order	60,5
30 July 1965	Preclear Routing to Ethics	606
24 Aug. 1965	Pcs Released Routing	606
19 Nov. 1965	Auditing Reports	577
30 Dec. 1965	PTS Auditing and Routing	578
1 Feb. 1966	Staff Auditor and Supervisor Procurement	80

I Feb. 1966	HGC Cure-Interne Training and Staff Auditors	78
18 Oct. 1966	SH Staff Auditor's Purpose	579
7 June 1967	Staff Auditors (reissue of 21 Aug. 1964)	567
7 June 1967	Responsibility Again (reissue of 17 Jan. 1962)	546
4 Oct. 1967	Auditor and Org Individual Stats	10
26 Aug. 1968	Security Checks Abolished	Vol. 1-486
14 Oct. 1968	The Auditor's Code AD 18	ill
2 Nov. 1968	Auditor's Code-Add to Pol Ltr 14 October AD 18	<i>see-</i> 112
23 July 1969	Auditor Assignment Policies	127
15 Nov. 1969	Rights and Duties	98
17 Apr. 1970	An Auditor and "The Mind's Protection"	580
8 June 1970	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 11, 17 May 1965 & 17 May 1965 11)	227
5 Mar. 1971	The Fantastic New HGC Line (HCOB)	581
6 Mar. 1971	Line Design-HGC Lines, An Example	585
25 Aug. 1971	How to Get Results in an HGC (HCOB)	586
28 Sept. 1971	Selling and Delivering Auditing	589

POWER PROCESSING

28 Apr. 1965	Power Processes	593
10 May 1965	Releases-Vital Data (revised & reissued 19 Sept. 1967)	387
20 May 1965	Power Processes	595
21 May 1965	Memorandum of Agreement	Vol. 2-270
14 June 1965	Six Power Processes	596
5 July 1965	Memorandum of Agreement (correction to 21 May 1965)	<i>see</i> Vol. 2-270
23 July 1965	Priority of Power Processing	Vol. 2-272
20 Aug. 1965	Continuing Pc to Third Stage Release	596
20 Sept. 1965	Power Processing for the Public	<i>see</i> Vol. 2-272
21 Sept. 1965	Memorandum of Agreement (amends 21 May 1965)	M 2-274
19 Oct. 1965	Release Declarations	597
30 Nov. 1965	Power Processing for the Public (replaces 20 Sept. 1965)	Vol. 2-272
6 Apr. 1971	Power Badges	597

CASE SUPERVISOR

24 Jan. 1964	Case Supervisor	435
24 Feb. 1964	Rundown of Case Supervisor Hat	598
24 Feb. 1964	Technical Supervision Changes	38
24 Feb. 1964	Nomination of Case Supervisor	600
14 June 1965	Folders, Marking of	600
17 June 1965	Staff Auditor Advices	601
4 July 1965	Pc Routing-Review Code	603
19 July 1965	Separation Order	605
28 July 1965	Case Supervisor, Special Attention	605
30 July 1965	Preclear Routing to Ethics	606
24 Aug. 1965	Pcs Released Routing	606
1 Feb. 1966	HGC Cure-Interne Training and Staff Auditors	78
29 Oct. 1968	Class VIII C/S Qual Stat	607
17 Jan. 1969	Pc Attestations	607
20 May 1969	Keeping Dianetics Working in an Area (HCOB)	245
15 Nov. 19 69	Rights and Duties	98
19 Jan. 1970	Registrars' Advice Form (HCOB)	Vol. 2-339
4 Feb. 1970	Pc Application Form for any Major Auditing Action	Vol. 2-341
4 Feb. 1970	Pc Application for Major Actions (HCOB)	Vol. 2-343
5 Mar. 1971	The Fantastic New HGC Line (HCOB)	581

OUTSIDE AUDITING

20 May 1957	Outside Auditing	608
9 July 1957	Private Preclears of HASI Staff	
	Auditing Limit (Assoc Sec Directive)	608
26 July 1957	funds or Favors Received	608
11 Apr. 1958	Staff Members' Outside Auditing Regulation (HCOB)	609
27 May 1958	Outside Auditing	609
2 Jan. 1959	Instructors or HCO Staff-Processing Past ACC Students	349
29 Oct. 1959	Processing of Academy Students	219
1 Apr. 1960	Regulations for Staff Members and ex-Staff Members	610
27 Feb. 1961	Outside Pes of Staff Members	611
21 June 1962	Staff Members Auditing Private Pcs	611
16 Oct, 1962	Auditing Hours Limited	562
21 Mar. 1965	Staff Members Auditing Outside Pes	<i>Vol 1-586</i>
29 Mar. 1965	Excerpts from HCO Policy Letter of November 9, 1964 and November 26, 1964 (revised) for Staff Hats	<i>Vol. 1-587</i>
13 Jan, 1966	Regulations for Auditing of Staff and Students	476

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 612.

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

EXEC SEC

EASURY DIVISION 3

TECHNICAL DIVISION 4

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QUALIFICATIONS SEC.:

WURY SECRETARY

TECHNICAL SECRETARY

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REASURY SEC. SEC.

TECHNICAL SEC. SEC.

RESULT

CORRECTION

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Department 11

Department 14

ADJUSTMENT
Department 8

BODY
Department 9

PREDICTION
Department 10

ACTIVITY
Department 11

PRODUCTION
Department 12

DEPARTMENT OF DEPARTMENT OF
EXAMINATIONS REVIEW

DEPARTMENT OF DEPARTMENT OF DEPARTMENT OF DEPARTMENT OF DEPARTMENT OF
DISBURSEMENTS RECORDS, ASSETS TECHNICAL TRAINING PROCESSING
MATERIEL SEPYICES

Director of
Examinations

Director of
Review

Director of
Disbursements

Director of
Rcwrds, Assets
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Director of
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Director of
Training

Director of
Processing

Cep, Tsht 1965, 1969 h, L. R..W bb.,d ALL WGHTS RESERVED

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 NOVEMBER 1967

Rernimeo HCO Exec See Hat Org Exec See Hat Tech See Hat Dept of Tech Services Hats Dept of Processing Hats Dept of Training Hats

**TECH DIVISION, DEPARTMENTS OF
TECH SERVICES, TRAINING, AND PROCESSING**

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 TECH SERVICES

Director of Tech Services

TECH ROUTING SECTION

Tech Routing Administrator Tech Pages

STUDENT ADMINISTRATION SECTION

Student Administrator Student Unit and Level Log Clerk Student Materials Supply Clerk
Student Location Clerk Student Files Clerk Student Pc Files Clerk

HGC ADMINISTRATION SECTION

HGC Administrator HG,C. Pc Assignment Clerk HGC Room Assignment Clerk HGC Priority
List Clerk HGC Pe Location Clerk HGC Files Clerk

SERVICE SECTION

Service Administrator Information Clerk Housing Clerk Transportation Clerk Passport Clerk
Student/Pe Comm Courier

TECH RESERVATIONS UNIT

Tech Reservations Administrator Letter Typists

DEPARTMENT OF TRAINING

Director of Training

BASIC COURSES SECTION

Basic Courses Chief Supervisor HAS Supervisor HQS Super-visor Dianetic Co-Audit
Supervisor

ACADEMY COURSES SECTION

Academy Courses Chief Supervisor Dianetic Auditor Course Supervisor Level 0 Supervisor Level I Supervisor Level 11 Supervisor Level III Supervisor Level IV Supervisor

SAINT HILL SPECIAL BRIEFING COURSE SECTION (Saint Hill only)

SHSBC Chief Supervisor Unit A Supervisor Unit B Supervisor Unit C Supervisor

SOLO SECTION (Saint Hill only)

Solo Course Chief Supervisor Unit D Supervisor (Class VI) Solo Audit Course Supervisor (Grade VI)

ADVANCED COURSES SECTION (WW only)

Advanced Courses Chief Supervisor
Clearing Course Supervisor
Asst Clearing Course Supervisor
OT Course Supervisor
Asst OT Course Supervisor

DEPARTMENT OF PROCESSING

Director of Processing

CASE SUPERVISION SECTION

Case Supervisor

SECTION A AUDITORS

Section A Leading Auditors Auditors

SECTION B AUDITORS

Section B Leading Auditor Auditors

SECTION C AUDITORS

Section C Leading Auditor Auditors

INTERN AUDITOR SECTION

Leading Intern Auditor Intern Auditors

Note that only the services actually delivered in your Department of Training are to be posted. Only Saint Hill would post the SHSBC and only WW would post Advanced Courses.

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

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HCO POLICY LETTER OF 27 NOVEMBER 1959

CenOCon

[Excerpt]

KEY TO THE ORGANIZATIONAL CHART
OF THE FOUNDING CHURCH OF SCIENTOLOGY OF WASHINGTON DC

TECHNICAL DIVISION

Purpose: To ensure good training and processing, good service and ARC inside and outside the organization.

ACADEMY OF SCIENTOLOGY

Purpose: To train the best auditors in the world.

TRAINING ADMINISTRATOR

Purpose: To keep the materials and comm lines of the Academy in good order. To keep a Roll Book. To prepare and collect certification materials.

HUBBARD CLEARING SCIENTOLOGIST COURSE

Purpose: To educate auditors in the techniques and skills necessary to clear human beings.

COMMUNICATION COURSE

Purpose: To give people a reality on Scientology and to teach the communication formula by Dummy Auditing.

UPPER INDOCTRINATION COURSE

Purpose: To attain ability to handle bodies, objects and intentions fully.

THEORY & PRACTICE COURSE

Purpose: To create a competent auditor with a good grasp of theory and practice of Scientology. All five levels of Indoc.

HUBBARD GUIDANCE CENTRE

Purpose: To do more for people's health and ability than has ever before been possible and to give the best auditing possible. To help people.

PROCESSING ADMINISTRATOR

Purpose: To handle the persons, communications and materials of the HGC to the end of improving and continuing the quality and business of the HGC.

SCIENTOMETRIC TESTING IN CHARGE

Purpose: To give all and any tests or exams that may be required to any department or organization or personnel, and to keep and file results accurately to assist research and presentation, and to have test materials in abundance to hand.

PERSONAL EFFICIENCY FOUNDATION

Purpose: To run an amazingly successful HAS Co-Audit Course, to keep new people coming in and the Co-Audit growing, at least five new people per week, and cases cracked and everyone to get trained further or cleared fully in the HGC.

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[Note: The full Policy Letter is given in Volume 7, page 138.]

HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 14 FEBRUARY 1961

Cen Orgs
Copy for each
Staff Hat
Not for Franchise

[Excerpt]

PATTERN OF A CENTRAL ORGANIZATION

TECHNICAL DIVISION

The Personal Efficiency Foundation

The PE Foundation is the entrance door of the public into the services of the Central Organization, a knowledge of Scientology and a higher level of civilization.

Test Section

By means of advertising mailings and word of niouth, the public is brought in to be tested and evaluated. This is done by the *Test Section* of the PE Foundation. This section does everything possible to route new individuals into a PE Course.

PE Course Section

A five evening PE Course is given weekly. Its curriculum is precisely laid down. Its total purpose is to explain elementary Scientology and prepare and route people into the Co-audit.

The HAS Co-audit Section

Using precise processes developed for this section only, the HAS Co-audit (Do it Yourself Processing) seeks to improve cases and further interest people in Scientology so that they will take individual HGC processing and individual training.

Summary of the PE Foundation

The PE Foundation is an entrance point to Scientology. If it fail to pass people from testing to a PE Course, from a PE Course to Co-audit and from Co-audit to the Academy and HGC then it is failing its functions, the unit will be low and the Central Organization faltering.

No section of the PE is an end-all where the public feels an action has been completed. That the PE Foundation in itself does a great deal of good is indisputable. However, the moment it relaxes on this fact and fails to pass people along, it lets down every staff member in the other five departments as well as its own people. A PE Foundation income is not adequate to support even itself, and its services in training and processing are not wholly adequate to functioning in life. It is an entrance door. It must be alertly watched. Its numbers in testing, PE Course and Co-audit today are the organization's units and Scientology's people tomorrow.

The PE Director is now, next to the Assn Secretary, the most responsible person for solvency in a Central Organization.

The Academy of Scientology

Headed by the Director of Training, the Academy is responsible for the technical excellence of Scientology practice tomorrow.

Teaching two different courses in the same classes, the Academy trains Hubbard Practical Scientologists and Hubbard Professional (HPA/HCA) Auditors.

The Academy also teaches an upper level course once or more a year known as the B.Scen (Hubbard Clearing Scientologist) Course.

Precise scheduling, crisp training and true, direct answers to the students' questions makes an Academy.

The HPA/HCA Course enrolls more or less every Monday unless the total average unit is to be gained expensively through individual processing only.

The Practical course is the same as the old professional course except that it is for people "Who don't want to practice Scientology professionally". The professional course is a tougher version with more requirements.

A bad Academy results in a bad HGC tomorrow as many graduates become staff auditors.

A good Academy is known by its snappy scheduling and the degree of basic data and action the student actually absorbs.

The Hubbard Guidance Centre

The HGC is headed by the Director of Processing, under whom come all individual cases, (public and staff).

The D of P is the case czar of the organization.

The D of P's total administration is done by HGC Admin. The D of P does not do admin, only technical, but is in charge of admin and all staff auditors and the department.

The D of P (or in case of more than 30 pes/week, a deputy D of P) interviews HGC cases every five hours of processing to establish the quality of goals and rudiments and what the auditor is running.

HGC Admin procures and assigns auditors, gives applicants from the Registrar their case estimates, keeps the files of cases, oversees proper auditor handling of forms, oversees testing or gets it done for HGC pcs when PE testing is closed, finds and assigns rooms for auditing and keeps, in general, the lines moving in the HGC.

If the D of P does these things or worse, takes preclears to process, you don't have an HGC. You have a technical collapse.

HGC quality must be high and stay high. It is the highest technical quality in the continent.

An HGC staff auditor audits directly on current run-down and produces high case gains. HGC Staff Auditors are the most respected auditors in Scientology and for a period of I I years have always gotten the highest, fastest results in Dianetics and Scientology. A staff auditor may refuse to process or refuse to release from processing any pc.

The HGC was born to show field auditors the results that could be obtained, and lived on to carry the full burden of successful auditing around the world.

Technical Report Forms

A report by each student is required each week by the D of T.

A report for each session given a pc is required from staff auditors by the D of P. These are "reports to I-RH".

All these are ultimately received by HCO WW.

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[Note: The full Policy Letter is given in Volume 7, page 147.1

THE PROMOTIONAL ACTIONS OF TECHNICAL DIVISION 4

(From HCO PL 20 November 1965, *The Promotional Actions of an Organization*, with the deletion of 71 per HCO PLs 15 December 1965 and 4 February 1966. These are given complete for all divisions in Basic Staff Volume 0, starting on page 84.)

51. **TECHNICAL SECRETARY** - Co-ordinates and gets done the promotional functions of Division 4.

S'). DEPARTMENT 10 (Dept of Tech Services) - Makes the customers happy and glad to be there.

53. Gives brisk service.

54. Acquires for the org a reputation for swift and excellent handling of people.

55. DEPARTMENT I I (Dept of Training) - Gives excellent training. (The soundest possible promotion quickly mirrored in numbers enrolling.)

56. Routes dissidents quickly to Ethics and slows to Review.

57. Briskly and punctually schedules classes.

58. Accomplishes lots of completions.

59. Turns out very competent auditors whose excellence promotes the Academy (or College at SH) and Scientology.

60. Writes letters to possible prospective students to get the Academy (or College at SH) full. (This is an old, old activity of the D of T who never depends on Registrars or magazines.)

61. Makes sure the excellence of training that is there is bragged about in magazines, etc.

62. Gets students (Free Scientology Centre) to find new, raw meat pcs of their own around the town and audit them for student classification and gets them to bring such pcs in for Release examinations and declarations (during which they get routed through Registrar who presents the award) and refuses any for classification in cases already known to be a paying pc of some org or auditor.

63. DEPARTMENT 12 (Dept of Processing) - Gets excellent results on all pcs.

64. Becomes well known for standard tech.

65. Spots SPs and PTSs early and routes to Ethics. Routes bogged cases quickly to Review.

66~ Takes responsibility for all cases in the whole area where the org is,

67. Makes auditors look and act professionally outside the HGC so people will have confidence in them.

68. Insists on clean, attractive HGC quarters and helps Materiel to achieve and maintain them.

69. Gets pcs in such good shape they are walking advertisements for the HGC and Scientology.

70. Writes letters to possible pcs (the D of P has had this duty for 15 years).

71. [Deleted per HCO PLs 15 Dec '65 and 4 Feb '66. Now appears as 85a.]

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 SEPTEMBER 1965

[*Excerpt*]

Remimeo Advisory Councils Advisory Committees

STATISTICS FOR DIVISIONS

Tech Division 4 -

Number of students and pes completed in the week.

The number enrolled is really only partly the Tech Division's as if they give good service they will get enrollments. However, the *completions* are the real index of a Tech Division and shows up any weakness of the division. So their statistic is only total completions of courses and auditing. This of course includes graduations from any course and completion of any *result* for the pc that brings a Grade Cert or just ends intensives.

Completed of course means only certified or classed or graded. However completion of a 25 hour intensive which satisfied the pc (no review at end even if one occurred before the end) counts as a pc completed. Five hour rehabs which did not result in a Grade are not completions. Five Hour assists bought as assists are done of course in Qual and so are not a Tech statistic.

L. RON HUBBARD

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[Excerpted from HCO P/L 30 September 1965, *Statistics for Divisions*, a complete copy of which is in Volume 1, page 328. Statistics in use for the Academy and HGC prior to the 1965 Seven Division Organizing Board evolution are given in Volume 1 on pages 318 and 323. The above P/L has been amended by the following Policy Letters: HCO, P/L 27 April 1967, *Tech Division Statistic*, page 10; HCO P/L 22 September 1969, *HGC Statistic*, page 12; HCO P/L 29 March 1970, *Tech and Qual Stats Revised*, in the 1970 Year Book; HCO P/L 17 June 1970 Issue II, *OIC Change-Cable Change*, Volume 1, page 359 (which also cancelled 29 March 1970); HCO P/L 5 February 1971 Issue V, *Org Gross Divisional Statistics Revised*, page 20; and HCO P/L 5 February 1971 Issue III, *FEBC Executive Director Org GDSes*, in the 1971 Year Book.]

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HCO POLICY LETTER OF 12 OCTOBER 1966

St Hill and
WW only
Gen Non-Rernirneo

OIC GRAPHS

**Clearing and OT Course
Div IV Statistics, LRH Comm Statistic**

Clears and OTs are not counted in the Div IV graph as they give an improper view of some Gross Divisional statistics in that they mask Releases actually made, an important datum.

The Gross Divisional Tech statistic includes only completions and Releases made in Div IV. The HGC graph only includes Releases.

LRH COMM GRAPH

The graph of the LRH Comm and the Office of LRH Gross statistic shall cease to be a point system and will be drawn hereafter I for 1. All Releases, Clears and OTs made are included I for I in these graphs. (OIC, in initially implementing this policy, should revise and backdate these figures at least four weeks to plot a meaningful line.)

EXECUTIVE DIVISION COURSES

An additional packet of graphs each labelled Exec Div Courses shall be added to the SH graphs and included also in the WW graphs to which it actually belongs. They are as follows.

GRAPHS OF POST GRADUATE STUDENTS:

Graph 1 - is a dual graph consisting of a straight continuous line which shows the number of students on the Clearing Course and a dotted line which shows the number of students on the OT Course.

Graph 2 - a continuous line; which shows the number of Clears made that week (Thursday 2:00 p.m. to Thursday 2:00 p.m.) and a dotted line (when it comes to apply) showing the number of OTs made.

POST GRADUATE INCOME GRAPHS:

Graph 3 - a line which shows the amount of money received by Saint Hill for Clearing Course enrolments.

Graph 4 - a line which shows the amount of money paid in by OT Course students for the OT Course.

Graph 5 - a line which shows the amount of money paid into Qual SH for reviews by reason of the Clearing Course.

CLEARING COURSE SUPERVISOR STATISTIC

The statistic of the Clearing Course Supervisor will remain the number of completions tallied as number of parts completed.

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Founder

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HCO POLICY LETTER OF 27 APRIL 1967
(Amendment to HCO Policy Letter of 30 Sept 1965,
"Statistics For Divisions")

Gen Non-Remimeo
OIC

Tech Sec

Qual Sec

Ad Council

Exec Council

TECH DIVISION STATISTIC

Number of Students completed in the week
Number of Preclears completed in the week.

The Tech *Completions* statistic remains, the only change being that it is now a dual statistic of number of student completions and number of preclear completions for the week. The definition of "completion" remains as defined in 30 Sept 1965 Policy Letter.

It was found by a recent Board of Investigation that a total Tech completions statistic looked good, but on a breakdown it was seen that this was entirely due to an affluence only in preclear completions while the total student completions statistic was actually in a state of collapse. This had been masked from Ad Council and Executive Council and not given its proper importance due to the condition having been concealed in the total completions statistic.

Both preclear and student completions statistics are equally important, reflecting different areas of the Tech See's responsibilities. Each is half the product of the org and must be seen as it is. Additionally, a collapsed student completions statistic, if unhandled, will eventually lead to a collapsed gross cash statistic regardless of any affluences in preclear completions.

So let's handle these two stats as they are and give preclear completions and student completions the individual importance of a dual gross divisional statistic for Tech.

This will mean a slight change in the OIC cable.

Written by a Board of Investigation

David Ziff

Joan Thomas

J.J. Delance

Exec Council WW

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

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BPI
Auditor

HCO POLICY LETTER OF 4 OCTOBER 1967

FSMS

AUDITOR AND ORG INDIVIDUAL STATS

The Individual Statistic of any Auditor is
HOW MANY OF HIS PCS HAVE THEREAFTER BEEN TRAINED IN AN ORGANIZATION.
The Individual Statistic of any organization (except SH) is
HOW MANY TRAINED AUDITORS EXIST IN ITS AREA.
The Individual Statistic of Saint Hill is
HOW MANY TRAINED AUDITORS ARE THERE IN THE WORLD.

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HCO POLICY LETTER OF 31 MARCH 1969

Remimeo
Tech & Qual
Hats
01C Hats

COMPLETIONS STATISTIC,

TRIPLE GRADES, TECH & QUAL DIVISIONS

A completion is defined in HCO Pol Ltr 30th September, 1965 as certified or classed or graded. It is further defined in HCO Pol Ltr 17th October, 1966 Issue 11 as Grade Rehab, S & D, assist or See Check.

Since each question of a Triple Grade is considered as a type of process by itself which handles not a different Grade (process subject matter) but a different flow (aspect) of the subject being addressed, for statistic purposes each flow of a Triple Grade should be considered as one PC completion.

	David Dunlop	Int Tech Officer WW
	Jim Keely	Qual See WW
	Bruce Glushakow	HCO Area See WW
		Ad Council WW
	Rodger Wright	LRH Comm WW
	Jane Kember	Guardian WW
		for
		L. RON HUBBARD
		Founder
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HCO POLICY LETTER OF 8 APRIL 1969

Refers HCO PL 31 March 69

Remimeo

HCO Policy Letter 3 1 st March 1969, Completions Statistic is herewith cancelled,

as it

- A) Changes the purpose of HCO Policy Letter 30 Sept 65 which states that a completion is a grade completed.
- B) Would give a possible 4 Bonuses to an Auditor per Auditing Grade.

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Proposed by
H.G. Parkhouse
2 D/G F WW
for
Jane Kember
The Guardian WW
for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 SEPTEMBER 1969

Remirneo

(Amends HCO Policy Letter of 30 Sept 1965)
(Amends HCO Policy Letter of 31 Mar 1969, 11,
Item No. 19)

HGC STATISTIC

The statistic for the HGC and the Tech Division is changed from PC Completions to number of successful auditing hours delivered. This is in line with HCO Bulletin, 29 July 1969.

TECHDIVISION

The statistic is the number of successful auditing hours delivered.

Number of student completions.

DEPT OFPROCESSING

The statistic is the number of successful auditing hours delivered for the week.

This is the statistic of the D of P and the HGC Case Supervisor with the HGC Auditor having the same statistic on an individual basis.

"Successful auditing hours" are judged solely by the -thoroughness and exactness of technical application and are the total of sessions for which the Case Supervisor gives the auditor a "well done".

R.C. Ash - Org Exec See UK
Allan Ferguson - Qual See WW
Rosalie Vosper - HCO Area See WW
Ad Council WW
Anne Tampion - HCO Exec See WW
Allan Ferguson - Org Exec See WW
Tom Morgan - Public Exec See WW
Rodger Wright - LRH Comm WW
Leif Windle - Policy Review Section WW
Jane Kember - The Guardian WW
for
L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 14 OCTOBER 1970

All Div IV Personnel
OES
HCO ES
HCO Area Sec
Dept 3 Hats

DIVISION IV ORG BOARD, IDEAL SCENES AND STATS

Following is the Division IV Org Board with the Sections and Units of each Department listed and the Ideal Scene and new Stat given for each,

The Ideal Scene for each post should be studied and thoroughly understood, as this is the exact purpose of the post.

The Stats have been worked out precisely so that each one brings about the Ideal Scene for its particular post, resulting in a constantly increasing Stat.

The Awareness Levels of the three Departments-Prediction, Activity, Production are, of course, exactly right for bringing about the Ideal Scene and raising Stats of the Departments, and remain unchanged.

Lt. Cmdr. Joan Robertson CS-4 for L, RON HUBBARD Founder

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TECHNICAL DIVISION THE PRODUCTION DIVISION

DIVISION IV

TECHNICAL SECRETARY

Ideal Scene: Large increasing inflow from the area into Div IV producing the specific product of the org which is fully audited preclears and large numbers of well trained graduated auditors who are able and willing to audit and train others.

Stat: Dual: 1. Total number of well done auditing hours in HGC.
2. Total points of all Students in the Department of Training for the week past based on the Flag Authorized Point System.

DEPARTMENT 10 DEPT OF TECH SERVICES

DIR OF TECH SERVICES

Ideal Scene: Superlative Service to every Student and Preclear and to Departments of Training and Processing so that sufficient materials, equipment, routing, assignments and admin are flawlessly handled resulting in inflow of more Students and Preclears.

Stat: Dual: 1. Total number of preclears in the Tech Div for the week, minus five for any who blew, were misrouted, left incomplete, or on leave and/or who have not been retrieved from past blows and misroutes.
2. Total number of students in the Tech Div for the week minus five for any who blew, were misrouted, left incomplete, or on leave and/or who have not been retrieved from past blows and misroutes.

TECH ROUTING SECTION

TECH ROUTING ADMINISTRATOR

Ideal Scene: Flawless routing of bodies and particles so that Students and Preclears can get through their services with no delays.

Stat: Number of bodies routed correctly to completed cycle in or out of Tech Div, minus five for any one incorrectly routed or who went off lines or was not scheduled after arrival.

TECH PAGES

Ideal Scene: Flawless routing of bodies and particles so that cycles may be completed without delay to Staff, Students or Preclears.

Stat: Number of correctly completed routing cycles-minus five for any incomplete or misrouted cycles.

STUDENT ADMIN SECTION

STUDENT ADMINISTRATOR

Ideal Scene: Flawless service to Students and classrooms so that there is never a stop on Student or Classroom functions.

Stat: Total number of correctly issued, newly issued or newly made up course packs at hand minus 20 for every student on a course without all his materials in hand, cumulative until remedied.

STUDENT UNIT AND LEVEL LOG CLERK

Ideal Scene: Perfect Admin so that the logging reflects one for one Bodies present with bodies enrolled.

Stat: Total number of correctly logged items minus five for any omission or incorrectly logged item and plus ten for perfect student attendance during week.

MATERIALS SUPPLY CLERK

Ideal Scene: Sufficient numbers of material and packs for every student with some to spare of every item on every checksheet on the courses.

Stat: Total number of materials usefully supplied to the students and classes minus ten each for any that were missing, incomplete or in poor condition.

STUDENT LOCATION CLERK

Ideal Scene: Every student enrolled present and on time at every roll call or immediately located, brought in to Ethics and resumption of classes.

Stat: Number of students on courses minus 10 for any absence for each day, and plus 10 for perfect attendance for the week.

STUDENTIPC ASSIGNMENT CLERK

Ideal Scene: Every student comparably twinned, assigned and posted being audited and auditing.

Stat: Total number of students correctly twinned and assigned to co-audit, minus five for every student omitted, or incorrectly assigned or not posted or not twinned.

STUDENTIPC FILES CLERK

Ideal Scene: Every student's file as auditor and pc complete and in PT as a perfect record of full auditing and having been audited.

Stat: Number of correctly filed items for the week minus five for every item backlogged, misfiled or omitted and plus ten for files in correct order and in PT.

FILES CLERK

Ideal Scene: Course files in PT and excellent order for instant reference and data on courses.

Stat: Number of correctly filed items for the week minus five for every item backlogged, misfiled or omitted, and plus ten for files in correct order and in PT.

TAPE EQUIPMENT AND MAINTENANCE UNIT

Ideal Scene: Tapes and tape machines in excellent condition and sufficient number with every tape on every checksheet available to students.

Stat: Number of tapes in excellent condition and plus five for every tape machine in good condition, and minus 20 for any missing tape on the checksheets and every tape and tape machine in disrepair.

HGC ADMINISTRATION SECTION

HGC ADMINISTRATOR

Ideal Scene: Lots of preclears being audited fully with flawless scheduling and routing and many more being brought in.

Stat: *Number of individual HGC Preclears correctly handled, scheduled, and receiving auditing plus five each for any with finished time sent to*

registrar and cashier, and plus five for any paid preclear who was started earlier than he was scheduled for.

HGC ASSIGNMENT CLERK

Ideal Scene: Lots of Preclears correctly assigned and scheduled being fully audited and progressing up the grades.
Stat: *Number of preclears correctly assigned on the board minus five for any misassigned, omitted, or having to wait for auditors.*

HGC ROOM ASSIGNMENT CLERK

Ideal Scene: Sufficient number of comfortable attractive auditing rooms so that there are no distractions and no auditor or preclear has to wait.

Stat: *Number of correctly assigned auditing rooms plus five for every room improvement cycle done.*

PRIORITY LIST CLERK

Ideal Scene: Priority Service quickly available for any Preclear who wishes and will pay for it without breaking up auditing already in progress.

Stat: *One point for every hour of priority auditing paid for and delivered.*

PCLOCATIONCLERK

Ideal Scene: Any pc missing or blown instantly located and brought in to Ethics and resumption of service.

Stat: *Number of pcs in the HGC minus ten for any absence from each session, and plus ten for every week with perfect attendance.*

FILES CLERK

Ideal Scene: HGC files in PT and excellent order for instant reference and data on auditors, preclears and HGC.

Stat: *Number of correctly filed items minus five for any backlogged, misfiled or omitted and plus ten for files correctly in PT.*

SERVICE SECTION

SERVICE ADMINISTRATOR

Ideal Scene: Adequately housed students and preclears having adequate transport and area services with security in and good PR Area Control.

Stat: *Number of students and preclears correctly housed plus ten points if no flaps on housing, transport or passport lines, but minus five for each flap during the week.*

Note: "Flap" is defined as a condition of panic or confusion or out PR or error or delay in assignment resulting in any inconvenience to the student or pc,

WORMA TION CLERK

Ideal Scene: Helpful area information service given to preclears and students so that morale is high and PR Area Control is good.

Stat: *Number of helpful pieces of information on service lines given to students or preclears.*

LIO USING CLERK

Ideal Scene: Every student adequately housed with good morale and PR Area Control.

Stat: Number of students correctly housed plus five points for every proper additional housing unit available, and minus ten for any housing flap.
Note: Use definition of flap as above.
Definition of Housing Unit is: any proper room which houses up to three people, proper dormitories for six or more counting as ten points.

TRANSPORTATION CLERK

Ideal Scene: Every student having necessary transportation arrangements so that he can attend every service he has on time.
Stat: Number of students and preclears whose transport has been arranged during week, plus ten for no flap, and minus ten for every flap on transport lines during week.
Note: Use definition of flap as above.

PASSPORTCLERK

Ideal Scene: Wherever passports are required, every student's passport correctly handled with resultant lack of Port Flaps,
Stat: Number of student and preclear passports correctly filed and in PT plus ten for no flaps and minus 100 for every expired, lost, stolen or incorrectly handled passport during week.
Note: Use definition of flap as above.

TECI-1 RESERVATIONS UNIT

TECH RESERVA TIONS ADMINIS TRATOR

Ideal Scene: Every paid or former preclear and student given a definite starting time and bringing this time closer to PT.
Stat: Total number of paid students and preclears who started service within the week plus ten for every one starting at least one week before originally scheduled.

LETTER TYPISTS

Ideal Scene: Lots of excellent, on-policy letters written to paid or former preclears and students to bring them in and/or start their service closer to PT.
Stat: Number of letters written to former students or preclears or any who have advance paid, plus ten points for any written to who come in for service, minus 50 for any poorly written or off-policy written letter,

HSDC COURSE ADMINISTRATOR

(*Note:* The Dianetic Course Administrator would be required only in Orgs with very large Academies or in Orgs where only Dianetics Courses are given. SHSBCs and Academies will have the usual Course Administrators.)

Ideal Scene: To supply all required Student equipment, material and supplies, and to route, log, record and file student cycles through the course.
Stat: Dual: 1. Number of required items usefully added to course materials less 50 points for any required item not available to students.
2. Number of student cycles properly routed, logged, recorded and filed.

DEPARTMENT 11 DEPARTMENT OF TRAINING

DIRECTOR OF TRAINING

Ideal Scene: Good tight courses producing lots of excellently trained and fully

audited graduated auditors who are willing and able to train and audit others by joining staff.

Stat: Dual: 1. Total number of combined points of all students on courses based on Flag Authorized Point System.

2. Total number of auditors graduated.

DIANETIC COURSES SECTION

HSDC AND HSDG COURSE SUPERVISORS

Ideal Scene: Excellently run classes producing lots of HSDG Graduates who are willing and able to train and audit others and who go on to further training.

DIANETIC COURSE CHIEFSUPER VISOR

Stat: Combined points of all students on Dianetic courses based on the Flag Authorized Point System.

HSDCSUPERVISORS

Stat: Combined points of all students on the HSDC Course based on the Flag Authorized Point System.

HSDG SUPERVISORS

Stat: Combined points of all students on the HSDG Course based on the Flag Authorized Point System.

ACADEMY COURSES SECTION

ACADEMY COURSES CHIEF SUPER VISOR

Ideal Scene: Excellently run courses by excellently trained supervisors producing lots of excellently trained fully audited auditors who continue on up to the next level and then to the SHSBC.

Stat: Combined points based on the Flag Authorized Point System of all students on courses.

COURSE SUPERVISORS

Ideal Scene: An excellently run course producing lots of excellently trained fully audited auditors who continue on up to the next level.

LEVEL 0 COURSE SUPERVISOR

LEVEL 1 COURSE SUPERVISOR

LEVEL 2 COURSE SUPERVISOR

LEVEL 3 COURSE SUPERVISOR

LEVEL 4 COURSE SUPERVISOR

Stat: Each supervisor has the combined points of all students on his course, points based on the Flag Authorized Point System minus 3000 points for every student absent more than 2 study days in the week.

SAINT HILL SPECIAL BRIEFING COURSE SECTION

UNIT SUPERVISORS A, B, C

Ideal Scene: Tough, tight, complete training producing excellent auditors who will go on to upper levels fully able to handle anything.

UNIT A SUPERVISOR

UNIT B SUPERVISOR

UNIT C SUPERVISOR

Stat: Each Supervisor has the combined points based on the Flag Authorized Point System of all his students minus 3000 points for every student absent more than 2 study days in the week.

SOLO SECTION

SOLO COURSE SUPERVISOR UNIT D CLASS VI

Ideal Scene: Tough, tight course producing superlative self-determined auditors ready and able to go on to Clear and OT-and go on to higher classes of auditing.
Stat: Combined points based on the Flag Authorized Point System of all his students minus 3000 points for every student absent more than 2 study days in the week.

SOLO A UDIT SECTION

Ideal Scene: A tight, complete course producing well trained solo auditors who will go on to Clear and want to take the Briefing Course.

SOLO A UDIT COURSE SUPERVISOR

Stat: Combined points based on the Flag Authorized Point System of all his students minus 3000 points for every student absent more than 2 study days in the week.

DEPARTMENT 12 DEPARTMENT OF PROCESSING

DIRECTOR OF PROCESSING

Ideal Scene: An efficient, busy department with lots of well trained auditors fully auditing many preclears up the grades so that they will sign up for more auditing and go on to be trained,
Stat: Total number of auditing hours, less 25 for every pc backlogged more than 3 days.

TECH CASE SUPERVISORS

Note: Per "HGC Cure" HCO PL I Feb '66, the Case Supervisor may not take Technical orders from the D of P. The Case Supervisor is under the Tech See, not the D of P *

Ideal Scene: Flawless C/Sing of every folder so that every session results in F/N, GIs at Examiner, and every preclear is fully and properly audited without error.
Stat: % of FIN, VGI sessions at Examiner.

LEADING AUDITORS OF SECTIONS, AUDITORS

Ideal Scene: Many hours of well done auditing resulting in happy, fully audited preclears who wish to become auditors and sign up for training.

LEADING AUDITORS

Stat: Total of all auditors' stats in his section, plus his own.

AUDITORS

Stat.- Total of well done auditing hours that FIN VGI at Examiner plus 1/2 hour credit for every hour spent on folder error summaries, plus credit for past sessions that ended with FIN VGIs which did not last to the Examiner but brought about case progress and FIN VGIs later. If sessions had no flubs.

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Lt. Cmdr. Joan Robertson
CS-4
for
L. RON HUBBARD
Founder

[Amended by HCO P/L 1 March 1972, Case Supervisor Statistic, in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 FEBRUARY 1971

Issue V
[Excerpt]

ORG GROSS DIVISIONAL STATISTICS

REVISED

(Amends HCO Pol Ltr 30 Sept 65 - Stats for Divisions)

TECH DIVISION 4

- I Total points for all students in the Department of Training for the week past, based on the Flag authorized point system, per the latest HCO Policy Letter on Student points.
2. Total number of WELL DONE hours audited in the HGC for the week past, as defined in HCO B 21 August 1970 "Session Grading. Well Done, Definition of" and HCO B 18 Oct 1970 "Auditors Stats on FN VGIs."

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HCO Aide
for
L. RON HUBBARD
Founder

[Note: A complete copy of this Policy Letter can be found in the 1971 Year Book. See also HCO P/L 5 December 1972 Issue II, Student Completions Statistic, in the 1972 Year Book.]

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE

HUBBARD COMMUNICATIONS OFFICE
LONDON

HCO BULLETIN OF 26 SEPTEMBER 1956

To Washington and London

FLOW LINE FOR PERSONNEL

The Procurement of Personnel for the Organization Technical Staff should be from the field or the School to the HGC, from the HGC to staff posts when important and need filling.

In other words, a blank for Day Instructor is filled from HGC staff-the replacement on HGC staff comes from the field or from the students at the School.

Exception-Business staff is occasionally transferred to Technical staff.

Reason-it is easier to brief on auditing than on what we do in the Organization. Auditing not Organization is real to field and student.

L. RON HUBBARD

THE FOUNDING CHURCH OF SCIENTOLOGY
1812 19th Street N.W., Washington, D.C.

FOUNDING CHURCH POLICY LETTER OF I APRIL 1957

TECHNICAL AND ADMINISTRATIVE DIVISIONS

To better accomplish our goal, the organization is divided herewith into two divisions:

Technical and Administrative

These bear as indicated on the new Organizational Board.

The head of the Technical Division has the title of Technical Director. Under this post comes the Director of Training and the Director of Processing and the Director of Testing and Counseling.

The Technical Director co-ordinates all training and processing activities. He holds auditors' Conference, checks sessions, assigns preclears, he passes on schedules and subject matter in training.

The Director of Administration passes on all administrative matters including procurement and central files as indicated on the Organizational Board. NO change is made in the posts of Director of Training or the Director of Processing except that the Director of Processing is now expected to take pTeelears when necessary and to keep a close eye on procurement.

The Technical Director is to act as a bridge between service and procurement and should work closely with the Registrar and Administration.

This is put into effect in Washington after a 6-months' trial in London where the two divisions have functioned with a higher income level than ever before. It is being tried on for size in Washington.

L. RON HUBBARD
Executive Manager

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HASI POLICY LETTER OF 7 MAY 1957

ASSIGNMENT OF AUDITORS, ROOMS, STUDENTS

Registrar has no authority to and must not assign auditors to preclears, Auditing rooms to preclears or students to class.

Director of Processing has no right to direct Registrar in signing up preclears.

Director of Training has no right to direct Registrar in signing up students.

There is no co-operation between Registrar and Directors of Processing and Training.

Registrar signs up anyone she pleases for any length of time with any promise or compromise. Only when signing up is complete do Directors of Training and Processing have any ownership.

Directors of Training and Processing cannot direct Registrar in cutting back numbers of people to be processed or trained.

Registrar signs up. Director of Processing and Director of Training cope with it.

If a person can "only be processed on Thursdays for the next two years", Registrar signs up. Director of Processing can accept it or argue the preclear into a three-week sprint.

Exception: IF the Director of Processing will not accept a preclear for one week he feels is a 3-weeker, he can reject and send person back.

Exception: IF the Director of Training will not accept a student for a higher course than he believes student can take, he can reject for a lower course or processing.

Registrar just isn't in the HGC or the Academy.

Costs more processing when this is done wrong.

Penalty: Flagrant violation of this rule can bring about transfer from post.

Registrar signs people up.

Director of Processing and Director of Training cope.

To do this otherwise is high treason to staff and public.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
1812 19th Street N.W., Washington, D.C.

HCO INFORMATION BULLETIN OF I JUNE 1957

**RIGHTS OF THE DIRECTORS OF TRAINING AND PROCESSING,
STAFF AUDITORS AND INSTRUCTORS
REGARDING PRECLEARS AND STUDENTS**

The Director of Processing may refuse a preclear already registered on the following grounds, and only on these grounds:

- 1 . Risk to Clinic by reason of low profile or connections.
- 1 Not enough weeks bought by pc (example: bought one, needs three).
3. Non-payment of former debts to Clinic.

He may *not* refuse a pc on grounds of insufficient auditors or inconvenience to staff. In case of refusal he returns pc to Registrar.

The Director of Training may refuse a student already registered on the following grounds and only on these grounds:

1. *Flagrantly* needs processing of a more expert level than student intensive.
2. Signed up for a course for which student not qualified by earlier training.
3. Noni-payment of former debts to Academy.

He may *not* refuse students on grounds of insufficient instructors or classrooms. In case of refusal he returns student to the Registrar.

A Staff Auditor may refuse to process a pc on following grounds:

- 1 . Psychotic past history of institutional nature.
2. Marked antipathy to case.

An Instructor may refuse training in his unit to a student who:

- 1 . Gives no evidence of having learned the basics taught in a lower unit. (In which case he returns student to the lower unit.)
2. Flagrantly needs processing. (In which case he sends student to Director of Training and thence to Registrar.)
3. Is chronically absent or tardy. (In which case he sends student to Director of Training.)
4. Who disobeys school regulations. (In which case he sends student to Director of Training.)

A Director of Processing may refuse to sign out or release a preclear he considers vitally in need of further processing. In which case he sends preclear to Registrar.

The Director of Training may refuse to send a student to the Examiner by reason that he will not be a credit to the corps of auditors. He is under no compulsion to train such a student beyond the allotted training period but may do so at his discretion.

A Staff Auditor may refuse to release a preclear from the HGC whom he feels in vital need of further processing regardless of the opinion or administration of the Director of Processing or the Registrar. He should send the pc to the Registrar but may give further processing whether or not the preeclear signs up for more and despite any remonstrance, of the Director of Processing.

An Instructor may refuse to release a student to a higher class or to Examination despite the opinion or the administration of the Director of Training.

L. RON HUBBARD

LRH:rd

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HUBBARD COMMUNICATIONS OFFICE
3 7 Fitzroy Street, London W. 1

ASSOCIATION SECRETARY DIRECTIVE
As per LRH's Memo of 11 July 1957

TECH STAFF CERTIFICATE VALIDATION

All Technical Staff must have their certificates validated before hiring, or by August 15th at the latest.

Jack Parkhouse

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 NOVEMBER 1960
[Excerpt]

Assn Secs HCO Secs Dir PrR

SIGN UP OF STUDENTS AND PCS

ACCEPTANCE BY D/P AND D/T

No pc or student may be sent to D of P or D of T without having been signed up fully by PrR. D of P and D of T are not selling personnel.

D of P may increase required hours before technical acceptance of pc. In which case pc is returned to PrR for re-signing.

D of T may reject a student for health or security reasons, at which time PrR must re-sign for adequate processing. People with a Communist or subversive record or who are studying Scientology for use in other healing fields-psychology, medicine, psychiatry, psycho-analysis, Christian Science, may not be accepted for training.

The D of T always does a security check particularly of above points before accepting a student.

L. RON HUBBARD

LRH:js.rd

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by L. Ron Hubbard [Note: ThecompleteP01i Letter, entitled *URGENT PR R*,

found in Volume 2, page 261.1

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 26 MAY 1961
(Reissued on 21 June 1967)

Remimeo
All Staff
Tech Hats
Qual Hats

**A MESSAGE TO THE EXECUTIVE SECRETARIES
AND ALL ORG STAFF
QUALITY COUNTS**

Clearing is now in the reach of every Scientologist.

Excellent Auditor training is now in the reach of every Academy.

And these are the only things in the long run that will count.

When I see an Organization staff panting after newspaper publicity or going mad on the subject of dissemination, and at the same time turning in to me bad results and poor student quality, I know somebody has their targets mixed up.

Quality is the *only* thing that counts. If quality in training and processing is not given first rank and constant priority by Secretaries or Executive Secretaries, then all the administration in the world will not make the grade for any Central Org.

Deliver the goods. That's a crude way to put it. But if you want a new and better civilization you won't get it by advertising or worrying what people think of you. You will get it only by releasing and clearing people and sending them out into the society to get the show on the road in all branches of human activity, including Scientology.

I know we have been a long time without clearing people. But we're clearing them now. What does it take to clear people? It takes highly skilled and tightly supervised auditing. It takes good technology. It takes good technical application. ''

If you'll forget about how easy it is to mob students all up in a class and actually confront each student as an individual, make sure he knows every essential step he has to know, make sure *all* his questions get answered, you'll have auditors that call audit.

Will you please put attention on raising technical skill in the HGC, releasing people, clearing people, and on the quality of training in the Academy to the end of getting every student capable of all the steps necessary to release people.

I have made the grade technically in the field of research. Now it's time to drop all the booboo's and nonsense. All you have to do in an Org is release and clear people and turn out auditors who can release people and keep in contact with the public and treat them well and you're over the top.

This morning I received a cable from an Org. An urgent cable. Did it say, "How do you assess for a Pro-Hav level" or something sensible? No, it didn't. It said, "Send us some biographical data for a newspaper article." I spit. That Org is doing the lousiest job possible in Technical and is all worked up to get publicity. What's this? Do they think a society in this shape will approve Scientology into power? Hell no! And to hell with this society. We're making a new one. So let's skip the approval button from a lot of wogs and settle down to work to make new people and better people. *Then* maybe you'll have a society.

Right here and right now this policy is laid down in concrete with an atomic branding iron.. **THE FIRST AND PRIMARY GOAL OF AN ORGANIZATION IS DELIVERING THE FOREMOST TECHNICAL QUALITY THAT CAN BE DELIVERED IN ITS AREA.**

All right. I've made my technical target bang in the bull's eye. You can release and clear. You can train auditors well. Well, Christ! Let's do it, do it, do it!

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 JANUARY 1962

CenOCon

URGENT
CRASH PROGRAMME

I WANT THIS DONE.

Not that Orgs are failing, they are not, but on the contrary are advancing. Not that you don't have a lot to do routinely, you do.

BUT-our forward advance is stirring up certain exact problems common to every office. There,are certain remedies for these problems. They are all contained below.

This is what I want you to institute as the highest importance.

- 1 . HCO Area Sec. Get Org Ruds in, one after the other, as rapidly as you can and then go over them again and again.
2. D of P-Outside pcs. At the end of each week's auditing on an HGC pc, check that pc out for MISSED Withholds and pull them. Do this as D of P, or appoint a special person who can really run a meter. The only question asked is "Has a withhold been missed on you?" Clean up those missed. If other ruds wildly out, return pc to his or her staff auditor to get the pc squared away. Do this on Thursday as part of pc's auditing time. Use a specialist, not the staff auditor.

Use a British Mark IV only. This will zoom ARC with org and get you the re-sign ups you are now missing.

3. HCO Sec's Staff Staff Auditor. Take staff staff auditors into HCO but pay them from Central Org. Run the staff through one by one and only pick up Missed Withholds with a British Mark IV meter. Pick up the *missed* W/Hs and then go to the next staff member. Applies to *all* staff members. This is a specialist action. All HCO supervised, and HCO supervises all staff auditing from here on. And keep the staff members winning on their auditing.
4. D of T. Get personal with your students. Get them winning *and* graduating. Make auditors, don't just follow routine. Make students straighten up students. Personal interview students frequently. Get them winning. Do training by check sheet, not by mass classes.

Get auditors *graduating*. Keep their interest up. Get students coming out of the Academy and have them auditing to high quality.

5. HCO Board of Review. Take exam for Class II and III off the HCO Area Sec. Do good, sound examination. Does the staff member know the *data* not the commas. Find out what goofiness a person who can't pass an exam is up against and straighten it up, don't just examine and fail people. Get people passing perfect. Don't defy people to pass perfect. This data can be learned. Remember that data exams are complemented with practical performance. (We have a student at Saint Hill who knows all the HCOBs and tapes perfectly and yet couldn't give an assist to a cat or read a meter needle if he were threatened with hanging if he didn't do it.)

These are the things that will get the erg there and raise your units.

So please, please, please get on them fast and keep on them.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 JANUARY 1962

CenoCon

TECHNICAL DIRECTOR AND ADMINISTRATOR

The last time orgs ran with minimal upset, especially in London, two posts, now empty everywhere, were filled. These posts were technical Director, who oversaw all technical activities and Administrator who oversaw all administrative actions.

These were two very busy posts.

Units have been reduced since 1958 by

- (a) Lowered Technical results and
- (b) Administrative Omissions.

In a City Office, these two posts, rather than the director of department posts, should certainly be filled as a Tech Director can double in brass as D of P and D of T. And an Administrator does the accounts and Dir Mat posts and oversees CF and Address as well as income from the Registrar.

So in a City Office these two posts should be filled at once, and some executive posts dropped, at a great saving in units and personnel.

In a Central Organization such as London and DC these two posts should be filled in addition to existing executive posts. The scrambles in CF and Address alone create more income loss than the added units.

At present HCO Area is actually doing these two posts in almost all orgs. HCO Area has its own duties such as Org Ruds and Hat Checks and is finding it hard to do these as well as Tech Director and Administrator supervision.

You may or may not fill these posts elsewhere than London and DC. But I feel it would increase income and effectiveness.

LRH:sf.rd

L~ RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 MARCH 1962

**STAFF REGULATION
RELATIONS WITH PCS AND STUDENTS**

No staff member or part time staff member shall have sexual relations or any kind of sexual relationship with any student or preclear who is not their legal spouse, while that person is enrolled in the Academy as a student, or in the HGC as a preclear; nor while a student who has been released from the Academy is waiting to take his or her HCO Board of Review test or examination; nor while a completed preclear is waiting to return home.

Penalty for infraction of this policy: Dismissal, with full penalty of failure to complete staff contract.

A notice to this effect should be posted permanently and prominently on both student and staff bulletin boards.

LRH:ph.rd

L. RON HUBBARD

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[See also HCO P/L 11 August 1967, *Second Dymmic Rutees*,
Volume 1, page 463.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 APRIL 1962

*Central Orgs
All Staff*

**TECHNICAL DIRECTOR
BASIC HAT**
(Cancels **HCO** Policy Letter of 18 Feb 1962, same title)

The function of the Technical Director is to take charge of all technical activities in the organization. The Technical Director is immediately below Association Secretary and immediately above Directors of Technical Departments. The Technical Director is on a par with the Administrator.

The Technical Director displaces the Technical Council.

The first three objectives of the Technical Director are as follows:

- 1 To make absolutely and personally certain that every HGC Preclear achieves positive and real gains in every week's intensive in the HGC.
- 2 To make absolutely and personally certain that every student in the Academy is able to audit on graduation and that graduation is done rapidly.
- 3 To make absolutely certain that staff morale is kept high using existing technology.

The above are the Technical Director's priority functions. It will be found that when every week's intensive in an HGC pc makes a real and positive gain for that pc, the pc will re-sign and send in his family and friends and that when gains are not so achieved the procurement of pes is very difficult. It will also be found that the Academy stays full only so long as tough tight 8-C is run on the students in scheduling and training and students are not kept forever on course. Staff morale only stays high when staff cases are kept cleaned up.

- 4 The Technical Director sees that the PE Foundation instruction and scheduling are well done and that no technical departure is made which will discourage PE attendees from enrolling.
- 5 The Technical Director sees to it that HAS Co-Audit processes do not include any that would tend to miss withholds on people in co-audit, which is to say, a withhold process must be ruled out if not done by an instructor.
- 6 The Technical Director makes certain that proper technical subject matter only is given in any course lecture and function.

Staff auditing effective now and staff staff auditors and staff clearing programmes are transferred to the Technical Director. Staff staff auditors are assigned directly to the Technical Director for his supervision and assignment on staff auditing schedules. Staff staff auditing in this respect includes HCO staff as well as Central Org staff. Staff staff auditors while dominantly used to audit staff may also be employed for other technical purposes by the Technical Director such as cleaning up missed withholds on HGC pcs, checking out HGC pes at the end of intensive and checking out Academy students.

Staff technical training is done by the Technical Director or under his or her supervision. Check sheets for classification, all check out examinations for check sheets and all preliminary steps to final examination for classification are done by the Technical Director or under his or her supervision. HCO is responsible only for the final examination given after all check sheets are filled out. HCO's responsibility for this is under the HCO Board of Review.

The implementing of Technical programmes, the training of staff auditors, instructors and staff staff auditors, the scheduling of classes in the Academy or for any full or part time course of any kind whatsoever is done by the Technical Director.

Note: There is no effort here to downgrade HCO. HCO has inherited this hat little by little plus the Administrator Hat to such a degree that an HCO See can no longer perform her basic functions.

L. RON HUBBARD

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(Note: 18 Feb 1962, cancelled by this Pol Ltr, had the same text except for item number 6, which was added 6 April 1962.)

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1963

CenMon

DISTRICT OFFICES TECHNICAL REPORTS TO HCO WW

A District Office is regarded as an adjunct of its Area Central Org.

The technical standard and proficiency at each District Office in the Technical Director's Central Org Control Area are to be under the closest possible supervision of the Area Central Org Technical Director.

Since a District Office is intended to run simplified Co-audit processes, no special reports are at this time envisaged as being necessary to be sent to HCO WW other than the report on District Offices in the Central Org Technical Director's Weekly Report.

Therefore, no OCA graphs, etc are now required to be sent to HCO WW. However, the Area Central Org Technical Director will require these to be sent to him along with any other report he may wish to be instituted from his District Offices for his own information.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1963

CenOCon

IMPORTANT CHANGES IN TECHNICAL REPORTS TO HCO WW

ALL technical reports hitherto being sent to HCO Technical Secretary WW are now to be superseded by the attached.

Pre-cut stencils of these new reports have been sent to the RCOs at Washington DC, Los Angeles, London, Capetown and Melbourne. These reports should be run off on lightweight airmail paper, foolscap size (13" x W'), red on white, as soon as possible for distribution to the Central Orgs in their areas. (The reports for Academy and HGC will be those requiring the most copies.)

The object of these new reports is to streamline the tech report lines thus minimising excess admin, and at the same time ensuring that the technical standard of the highest possible quality is achieved in all Central Orgs.

L. RON HUBBARD

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(Original to Ron, duplicate held at Org for file)

TO RON
From Technical Director

(Org location)

Friday

Dear Ron,

TECHNICAL DIRECTOR'S REPORT FOR TECHNICAL

AT- ORG FOR WEEK ENDING-

1. HGC.

Number of HGC pes this week
My comments and progress report for each pc audited in this HGC is attached.
Comment on HGC as a whole this week

I am making absolutely and personally certain that every HGC Preclear achieves positive and real gains in every week's intensive in this HGC.

Initial Technical Director

2. Academy

Number of times the Academy was personally visited by me this week hours spent

Number of new students in the Academy this week
Number of students attending the Academy this week
Number of students graduated this week

My comment and progress report for each student in the Academy this week is attached.
Comment on Academy as a whole this week

I verify that students are not being treated as cases but as students. A tough, tight 8-c is being run on students in scheduling and training and I am making absolutely and personally certain that every student in this Academy is able to audit on graduation and that graduation is being done rapidly.

Initial Technical Director

3. Staff Morale.

Number of security checks given for new staff this week
My reports on progress on each member on Staff Clearing Co-audit is attached.
The following questions have been nulled this week on all staff members in this Org (including all HCO staff):
"This past seven days, have you falsified any report?"
"This past seven days, what have you done that staff does not know about?"
Comment on Staff Morale as a whole this week

I am making certain that staff morale is being kept high using existing technology.

Initial Technical Director

HGC

(Org location)

Distribution: Top two copies to RON, 2nd copy will be returned by HCO WW to Tech Dir. Triplicate to be returned by Tech Dir immediately after completion to DIP for action, then to HGC Admin for filing in pe's folder.

PROGRESS REPORT ON PC (name) for w/e

Previous HGC auditing (hours)

This Intensive from - to- amount of hours

This Intensive, Auditor's name Class

Main process run

Amount of time spent on main process (approx)- (hours)

How many ARC Breaks were there?

Test Results: Graph: Good Change | No change / Lowered graph*
IQ at start of this Intensive- After Intensive

Auditor's comment on progress

Date - Signed

Auditor

(All the above to be completed by the Auditor in time for the DJP's end-of-weekend-of-Intensive* Interview with pc, and handed to DIP.)

Director of *Processing Interview Report*

E-Meter reading at start of Interview: TJA_ Sens-Type of Needle

(DIP hands pc's copy of Test results to pc. AN numbered questions hereon to be asked direct of pc.)

1. "What is your opinion of your Test results?"
2. "In this Intensive, has your auditor missed any withholds on you?"
Yes/No* (meter null before proceeding further).

Result of Line Plot check with p

(Note each item not null and its read, also goal.) 3. "Have you achieved your session goals?" Yes/No* "Your goals set for this Intensive?" Yes/No* "Any other gains in this Intensive?" Yes/No* If answer is No to any of these questions, state here goals or gains not made in this Intensive

4. "Are there any suggestions you would like to make?"

Future Processing planned/signed up for (hours)*

DIP readies pc towards end of Interview, then asks:

5. "In this Interview, is there anything you have failed to reveal?" Yes/No*
DIP mills before ending Interview.

E-Meter reading at end of Interview: TA-Sens-Needle

DIP thanks pc then ends Interview.

Comments and instructions on current state of case

Date- Signed

-Director of Processing

Technical Director's Report

I have personally reviewed this case.

My comments and instructions

Date Signed -Technical Director

HCO WW comment

Date Signed

*Delete inapplicable

ACADEMY

(Org location)

Distribution: Top two copies to RON, 2nd copy will be returned by HCO WW to Tech Dir. Triplicate to be returned by Tech Dir immediately after completion to DIT for action, then to Acad Admin for filing in student's folder.

PROGRESS REPORT ON STUDENT (name)

for w/e

Title of Course: HPA/HCA/HPS/B.Scn/HCS/Retread/*

Date commenced on Course

Date due to Graduate

Length of time already on Course including this week -(weeks)

Stage reached on Course

Number of Passes this week

Number of Flunks this week

Number of Check-outs this week

(The above to be completed by the Academy Admin)

Unit Instructor's Comment

Date- Signed

- Unit Instructor

(All the above is to be completed in time for student's brief end-of-week personal interview with Director of Training and handed to D/T)

Director of Training Interview Report

Is student within schedule of Course? Yes/No*

To be asked directly of student:

"How are you progressing on Course?"

"What axe you having the most trouble with?"

"What are you succeeding best at?"

Director Training instructions

Date Signed

Director of Training

Technical Director Report

Comment on progress of this student

Instructions and recommendations

Date- Signed

Technical Director

HCO WW Comment

Date- Signed

*Delete inapplicable

To RON (Original to Ron, duplicate held at Org for file)

From Technical Director (Org location)

Dear Ron,

REPORT ON STAFF CLEARING CO-AUDIT FOR WEEK ENDING

Total number of personnel on Staff at this Central Org, including HCO this week

Total number of staff audited this week

(Above and all number 1, 2, 3 and 4 below are to be completed by the HGC Admin in readiness for Technical Director to complete this report.)

- 1. Name of pc Auditor's name Class-
- 2. Total hours received up to start of this week
- 3. Total hours given this week
- 4. Total to date

Process being run

How is case progressing?

- 1. Name of pc Auditor's name- - Class
- 2. Total hours received up to start of this week
- 3. Total hours given this week
- 4. Total to date

Process being run

How is case progressing?

- 1. Name of pc Auditor's nam Class
- 2. Total hours received up to start of this week
- 3. Total hours given this week
- 4. Total to date

Process being run

How is case progressing?

- 1. Name of pc Auditor's name - - Class--
- 2. Total hours received up to start of this week
- 3. Total hours given this week
- 4. Total to date

Process being run

How is case progressing?

- 1. Name of pe - Auditor's nam -Class-
- 2. Total hours received up to start of this week
- 3. Total hours given this week
- 4. Total to date

Process being run

How is case progressing?.

Reports are being regularly submitted to me. All schedules for auditing are being strictly maintained. I have personally checked the Line Plot of each Staff pc regularly and I have personally checked out each item and each goal found on Staff.

Comment on Staff Clearing Co-Audit as a whole this week-

[Note: The form is extended to cover more preclears as above when run off for use by the Technical Director.]

Best,

(Signed) Technical Director

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1963

cenocn

HCO WW POST DISBANDED - HCOIECHNICAL SECRETARY WW

The post of HCO Technical Secretary WW is to be disbanded.

Technical reports sent from Central Orgs to HCO WW are now to be handled by and routed via Deputy HCO Executive Secretary WW to me.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 APRIL 1963

CenMon

TECHNICAL DIRFCTOWS WEEKLY REPORTS

At Orgs in which the Technical Director's post is yet unfilled, the Assoc/Org Sec is to personally complete the new Technical Director's Reports, as set out in HCO Policy Letter "Important Changes in Technical Reports to HCO WW" dated April 4, 1963.

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HCO POLICY LETTER OF 19 APRIL 1963

CenOCon

HANDLING ORG TECHNICAL QUERIES

With the new technical reports being handled now by the Deputy HCO Exec See WW' it is not intended that technical queries be included. These reports are Progress reports.

All Org technical queries should be well within the scope of being handled by the Org Technical Director.

If the Org Technical Director is unable to handle a particular query, he should always endeavour to settle the matter by telex with the senior Technical Director within his continent or with his Continental Director.

In the very rare instances where a technical query cannot be settled locally, a despatch should be sent to Ron by the senior Continental Technical Executive stating the matter briefly and it will be handled immediately.

LRH:gl.rd	Issued by:	Robin Hancocks Deputy HCO Executive Secretary WW
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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 JULY 1963

CenOCon

CHANGE OF ROUTING: ORG TECHNICAL REPORTS

The original copies of all Org technical reports are to be seen, commented upon where necessary, and initialled by the Assoc/Org See prior to being airmailed to HCO WW.

For Orgs in Southern Africa and Australia, Org technical reports are to be routed via Continental Director and thence airmailed to HCO WW.

Delays on these tech report lines are to be minimised as much as possible.

These changes of routing are made so as to put in the correct command-lines.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 OCTOBER 1963

Cenocon

TECHNICAL COUNCIL

- PURPOSE:* To uphold and increase the Technical Excellence of the Organization through supervision, advice and training.
- DUTIES:* To put in and maintain the technical lines and data in the Organization. To clarify any technical difficulties.
- MEMBERSHIP:* The Technical Council is headed by the Technical Director, and is composed of any Staff Member who is a Saint Hill Graduate with a Classification of III or above.
- SCIEDULE:* The Council will meet on order of the Technical Director: as needed to resolve technical difficulties as observed by its members; on appeal from a Staff Member or Department Head.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 10 FEBRUARY AD 14
(Reissued on 23 June 1967)

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Tech See's Hat Qual See's Hat D of T Hat D of P Hat Registrar Hat Franchise Field BPI

ENROLMENT ON SELF DETERMINISM

No applicant will be accepted at Saint Hill, or should be accepted by any Organization for training or processing, who is not there oil his or her own self determinism, but who has been ordered to training or processing by an Organization, or who has been compelled to undergo training or processing by, a manager, judge, relative or anyone other than the applicant.

L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 FEBRUARY 1964

CenOCon

TECHNICAL SUPERVISION CHANGES

Effective on receipt, the following changes should be made.

The post of Technical Director is abolished.

The post of Auditing Supervisor is abolished.

The new post of Case Supervisor is created.

A Technical Council is instituted.

The HCO Area See takes over the function of Technical Director, since HCO is and always has been responsible for ensuring understanding and proper application of Technical in the Org.

Part of the function of the Tech Director is taken over by the newly created Technical Council. This consists of the HCO Area See (Chairman); the Assoc See/Org See; the D of P; the D of T; the Case Supervisor; and the Dir or PE. The council meets once a week. The Technical Council is not substitutable for a Technical Director, since a council can only meet and decide action, not handle the progress of individuals. Therefore, the function of seeing that every student and pc is made happy is taken over by the Case Supervisor.

Initially, the post of Case Supervisor may be filled by the present Technical Director. The function of Case Supervisor is made clear from a rundown or hat separately published.

The Case Supervisor is a HASI (FQ personnel but under the Supervision of the HCO Area Secretary. On all matters affecting cases, whether Staff or public pcs or Students, the Case Supervisor is answerable only to the HCO Area Secretary.

The post of Auditing Supervisor is superfluous, since auditing in the Academy should be supervised by the Practical and Theory Supervisors, or by any available instructor, under the direction of the D of T. Schedules should be arranged so that the Auditing units are not working at the same time as Practical or Theory.

The report line to HCO WW should now be channelled to the new corporation, Scientology Library and Research Ltd, which is concerned partly with the maintenance of good Technical everywhere and the preservation of Technical records. The correct terminal to send all Technical reports to is Research Secretary WW.

The HCO Area See is responsible for seeing that these changes are initiated smoothly and with minimum randomness.

Issued by: Peter Hemery
Org Supervisor WW
for L. RON HUBBARD
Authorised by: L. RON HUBBARD

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HCO POLICY LETTER OF 20 MARCH AD 14

CertOCon

URGENT

TECHNICAL REPORTS

All Central Organization technical reports shall hereafter be routed personally to myself.

All Academy Student reports shall be addressed by the student to me personally. Such reports shall be on a weekly basis.

A report on the Auditing of every HGC preclear shall be sent to me personally at the end of each intensive. The form of such reports shall be as in the past and should consist of copies of the actual auditor's reports.

Emergency or difficulty cases may be made the ~subject of cable or telex. No such requests may be telexed or cabled so as to arrive Saturday or Sunday at Saint Hill. Only reports arriving Monday to Friday noon at Saint Hill will be handled.

Full information from and about every student and preclear, but not public co-audit or PE members, must be sent through to me.

LRH:dr.gl.rd

L. RON HUBBARD

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[Cancelled by HCO P/L 28 October 1968,
Technical Reports, page 92.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 AUGUST 1964

General

Rernimeo
Magazine
Editors
Dissern Secs

POLICY ON TECHNICAL INFORMATION

No technical information or reports may be printed or released except from Saint Hill or approved first by Saint Hill.

Reason: Failures of the Wichita and Elizabeth centres are traced to this action of random technology.

LRH:jw.cden

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 SEPTEMBER 1964

[Excerpt]

AUDITING AND TRAINING POLICIES

COST OF SERVICE

You must realize, despite propaganda about our expensiveness, that our services break into two parts.

- (a) Cheap, broad services for everyone.
- (b) Personal services at a much higher (but cheaper than any other field) price.

Don't get confused and try to make (a) expensive or (b) cheap.

Whenever I get a plea from some staff to "cut our prices" I now realize they haven't got (a) and (b) separate and they're confused and try to identify all service with all service.

Make our cheap services (PE, HAS, Co-audit, brief assists) very, very, very cheap. Give them away, in fact. This is broad, general Scientology. You have to spend money to give them away. The book auditor, the Extension Course, the dollar book, the magazine, these are all part of these cheap services.

Most orgs err in never really spending money on cheap services. They get all tied up with income needs and sell only expensive services and never get a whirlwind of interest going.

Cheap service costs the org money. You have to hire staff just to administer it. You have to have people to care for it. You answer letters from book auditors (but the Letter Reg doesn't) and PE people and greet out-of-Towners with a hostess.

You don't turn such traffic off because it doesn't buy. You form a place for it to come to like a public lounge. You give it tape plays. You whip it up to a roar. And you don't let it into your production departments or lines because it bothers these and upsets them.

For instance, you never give away an Academy Course. You always charge heavily for it. But you give public tape plays that train the "multitude".

ALL PERSONAL SERVICES RENDERED TO THE INDIVIDUAL RESULTING IN A GOOD PROCESS RESULT OR A WORTHWHILE CERTIFICATE MUST BE CHARGED FOR HEAVILY.

COURSES

The in between on this above was the HQS Course. Hence the following training policies are adopted as of January 1, 1965.

ALL HUBBARD QUALIFIED SCIENTOLOGY COURSES MUST COST THE SAME AS HUBBARD CERTIFIED AUDITOR COURSES.

The policy of gradient course costs is abandoned as unsuccessful.

THE COST OF A CERTIFICATE COURSE MAY NOT BE LESS THAN ONE MONTH'S AVERAGE PAY FOR THE AREA IN WHICH IT IS GIVEN AND MUST BE IN CASH.

By average pay is meant the average upper lower class or lower middle class pay scale. (Example guesses: U.K. about f 50. U.S. about \$500. Australia about E75. South Africa about f 80.)

HIGHER LEVEL COURSES CAN BE CHARGED FOR AT HIGHER RATES (HCS AND HSS).

Have more courses of shorter duration with less in them.

The policy is-

DON'T TEACH CERTIFICATE COURSES OF MORE THAN ONE MONTH'S DURATION IN CENTRAL ORGANIZATIONS.

DON'T HOLD STUDENTS BEYOND ONE MONTH.

This requires more certificates and classifications to be used.

Example: Have an HQS Course lasting one month. Next year have the student back for his HCA. Next year get him in for his HPA, etc.

Make the student study at home "to get his classification so he can enter the, next course" or "get some processing before next enrollment" if the student seems shaky. Don't hold the student, on course because he's shaky. Give him his certificate and note what he has to do before the next one. Hold back classification if not sure.

PRESENT CERTIFICATES AT COURSE COMPLETION.

CERTIFICATES DO NOT DEPEND ON EXAMINATION.

ONLY CLASSIFICATION CAN REQUIRE EXAMINATION.

HAS

The exception in courses is HAS which is a public course and cheap.

DO NOT TEACH PROCESSING IN HAS COURSES.

Teach only study, good definition materials, the philosophy of life, etc,

HAS CO-AUDIT

THE PUBLIC CO-AUDIT MAY ONLY DO SUPERVISED ITSA.

No Clay Table, definitions or any fancy processes of any kind may be done in the Co-audit. Only R-I-C.

Co-audits will thrive if they're cheap and, attendees only listen. Don't try for any results. If cases don't progress suggest HGC auditing at regular rates "since you're a special type of case".

HQS

TEACH AN HQS STUDENT TO DO ASSISTS, 8C, HAVINGNESS AND TRIO WELL.

Whatever else they're taught, make sure they do the above well.

These were the howling successes of the late '50s. Polling all active auditors showed they had their best results and realities on these only. They're easy to teach. They work well.

Use the whole training programme for HQS but make them do these 4 things well as auditors and make them do them when they get out and process pcs. And they'll mostly win. Try more and they'll do them too badly and mostly lose.

HCA

TEACH THE BALANCE OF REPETITIVE PROCESSES, THE AUDITING CYCLE AND METERS AT HCA LEVEL.

HPA

TEACH CLAY TABLE HEALING IN HPA COURSES.

HCS

TEACH CLAY TABLE CLEARING IN HCS COURSES.

HSS

Until 1968 GPMs will be taught only at Saint Hill.

CLASS REVISION

This gives the following table of certificates and classes.

PE-Level 0-actually begins the HAS Course.

HAS-Level 0-Philosophy, study, no auditing but co-audit sign ups use Itsa. Consists of about 60 lessons, mainly about Life and What Scientology is and how to study "Learning how to Learn", vocabulary of Scientology.

HQS-Class I-Comm Course, Upper Indoc, Assists, 8C, Havingness, Trio.

HCA-Class II-Repetitive processes, metering.

HPA-Class III-Assessments, Clay Table Healing.

HCS-Class IV-Clay Table Clearing.

HAA-Class V-Not used just now.

HSS-Class VI-GPMs-Taught only at Saint Hill until 1968.

HGA-Class VII-Not yet being offered but mainly OT type processes already developed.

This changes classification levels slightly at the bottom but only because it didn't work out well the way it was laid out. This must not interfere with the classification of existing Academy students because of this policy.

PROMISES

DELIVER WHAT WE HAVE PROMISED.

We must do what we promise we will do even when it was a staff member error. The best way to avoid embarrassment is not to promise what you won't eventually deliver.

Academy students promised on enrollment what they'll receive must receive it.

The above policy changes were made necessary by the policy that we must have shorter courses more often and by the following policy, now possible because of technical break throughs.

A COURSE MUST CULMINATE IN TEACHING A DEFINITE SKILL OR SKILLS.

When you plan a course, plan to have the student able to perform a definite action well when he completes it. Don't have fuzzy generalized ideas of a course such as "teach him to be an auditor", "Make him a Scientologist" or "Make him a Class IV". Whatever you advertise as a generality, the D of T and instructors must, in their own minds think of making a student into an auditor that can do certain definite things, such as "run an assist, do 8C, do trio, run havingness". Then all training culminates in a skill and so can have a definite ending for both the student and instructor.

The other knowledge that makes an auditor and a Scientologist is of course strung out over these courses.

HGCs

HGCs MAY OFFER ONLY WHAT THEIR STAFF AUDITORS CAN DELIVER.

If the staff auditors are trained to certain processes the HGC can offer them. If the staff auditors are not trained to certain processes, they can't be offered.

PART TIME STAFF

Clarifying the position of "consulting auditors":

NO HGC MAY "OCCASIONALLY" EMPLOY AUDITORS.

This means exactly that an HGC auditor is a staff auditor all the time, week after week, or he isn't ever used. The confusion on this is the definition of "part time".

A "part-time" auditor is one who works part of the working week every week for the organization and always the same part of the working week.

AN AUDITOR WHO HAS AN OUTSIDE AUDITING PRACTICE MAY NOT BE AN HGC AUDITOR OR STAFF MEMBER.

STAFF MEMBERS MAY NOT AUDIT OUTSIDE PCS OR RECEIVE MONEY FOR AUDITING STUDENTS OR PCS OUTSIDE THE ORG AND MUST BE BROUGHT IMMEDIATELY BEFORE COMMITTEES OF EVIDENCE IF FOUND TO BE DOING SO.

For a staff member to do outside auditing for pay is very serious and can lead at once to an org's collapse (and has done so).

CONSULTING AUDITORS

For an organization to hire an auditor "when a pc is available" is a grave source of

trouble. The org is not able to train such staff or hold a standard and acts only as a procurer of pes for field auditors. The public stays away from such HGCs in droves by actual test. The practice is called "Hiring Consulting auditorsP. It is forbidden.

It stems from a misguided effort to hold up units. It does hold them up for a while and then collapses the org.

It is unfair to the field auditor since he is just kept hanging on in some cases.

When this policy barring consulting auditors was first issued, it was not meant to include "part time" staff. Part time staff is usually composed of non-practising Scientologists who audit week-end or evening pes for the org and are on units every week, rain or shine. I am sorry if any ARC Breaks were caused.

ASSIGNING AUDITING TIMES

THE REGISTRAR MAY NOT ASSIGN TIMES FOR AUDITING.

The most insidious practice the Registrar can drift into (next to not signing up anyone) is selling times of audit.

The Registrar has no business in that department.

The Registrar sells quantities of auditing and refuses to promise, *when*. This, the Registrar must say, is a technical matter and up to the D of P.

THE DIRECTOR OF PROCESSING MUST NOT ASSIGN AUDITING AT LESS HOURS THAN 12Y2 PER WEEK.

Exception: Where a special programme of 5 hour assists if being sold, the policy becomes "except not less than 5 hours per week for assists".

It is unfair to the pc to do the psycho-analytic nonsense. of an hour or two a week as it doesn't even catch up with his PTPs and so wastes all his auditing.

Further an org can go broke doing this. Its staff auditors are so strung out in their assignments that they don't turn in a week's worth of work yet draw full units. It's a sure road to low units and collapse to go psycho-analyst on us and let the public buy an hour or two a week. Crazy in fact. I've seen it happen with fantastic upsets. The idea gets around: the public hasn't "got the time". for 25 hour intensives. It's just hearsay. In actual fact if the D of P says, "Look here, you won't get any good out of an hour a week. Just handling your current problems will eat up your benefits. Take a week off and get 25 hours" 80% of them will. The rest, the D of P says "All right, it's 2 1/2 hours a night for 5 nights (or 12 1/2 hours over the week-end)." And they will do one or the other.

AN HGC PC IS ENTITLED TO A CERTIFIED AUDITOR.

The above is long standing policy.

AN HGC STAFF AUDITOR MAY AUDIT ONLY PROCESSES WITH WHICH HE IS SURE HE CAN GET RESULTS.

The above policy is a new stress on an old idea. The moral is, run staff training courses to get staff auditors up to running higher levels.

ONE WEEK'S PROCESSING (25 HOURS) SHOULD COST AN AVERAGE MONTH'S PAY (AS IN TRAINING).

But Processing of a special nature at higher levels can be charged at higher rates.

No policies or programmes not specifically changed by the above are changed. All other policies remain in force.

L. RON HUBBARD LRHijw.rd Copyright @ 1964 by

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[Note: A complete copy of this Policy Letter entitled Policies: Dissemination and Programmes can be found in Volume 2, page 41. It was modified by HCO P/L 19 October 1964, Pricing Formulas, Volume 3, page 95, which was later cancelled by 14CO P/L 18 April 1965, Prices Lowered because of New Organization Streamline, Volume 3, page 93.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 7 FEBRUARY 1965
REISSUED 15 JUNE 1970

Remimeo
Sthil Students
Assn/Org Sec Hat
HCO Sec Hat
Case Sup Hat
Ds of P Hat
Ds of T Hat
Staff Member Hat
Franchise
(issued May 1965)

*(Reissued 28.1.73 to correct word on p. 48,
para 2. [Change in this type style.]*

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 See 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 if the technology is applied.

So it is the task of the Assn or Org Sec, the HCO See, 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 faces 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 "cat 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 pes. 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 infiffitum.

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 are *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. Right 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 pes 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 pes. 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 pes 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 fast 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 enrolls, 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. Pattyeake 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

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 FEBRUARY 1965

(Reissued on 7 June 1967, with the word
"instructor" replaced by "supervisor".)

Remimeo
All Hats
BPI

SAFEGUARDING TECHNOLOGY

For some years we have had a word "squirreling". 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 know 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 prenataals, know he is pulling people off the route. Realize he is squirreling. 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 already taken people toward higher I.Q., 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.

Squirreling 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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 FEBRUARY 1965

DELIVER

Now that we can deliver, the first thought of every staff member in every Org from Saint Hill through the main orgs down to the smallest Franchise Office should be to deliver Scientology training and processing to every person responding to their promotion. Books and all other items should be delivered effectively and rapidly to buyers. Certificates should be delivered to all who earn them. Classification should be delivered quickly to those who can pass.

The action of Promotion is to offer as many as can be reached something each of those reached will want and buy.

After Promotion obtains response, one must *deliver*. That means good case gains to preelears and students, good reality and useful knowledge and skill to every student.

Delivery, if not done swiftly and cheerfully and effectively, balls up the lines, retards growth and keeps everyone marking time.

The first job of the books personnel is to deliver books ordered. There is no other action to take. Just deliver. Keep the invoice line simple by simply invoicing everything ordered and note whether paid or not. In shipping books or such items not paid for, request the sum owing while holding the first invoice and when it comes let invoicing make a new invoice showing payment and let shipping relate it to the old. Refund overpayments regardless of what the customer said unless it's a donation. Keep book shipping simple. Deliver books. Be sure books are on hand and deliver them. That's all one does in Books.

When someone buys training, sign the person up, and deliver the training and a good case gain too.

When someone buys processing, give them the processing called for at the pc's level whether you advertise you will or not and deliver a case gain and a completed level.

Deliver. When promotion has promoted a response, don't get chatty with the response. Just tell the person what it is, how much it costs, how easy it is and when he should get it; or to come in and get it, and *deliver*.

Promote, organize and *deliver*.

We can now deliver technically.

You don't have to "make Scientology work". You don't have "to alter it so it will work". You don't have to dream it up. All you've got to do is be; skilled in doing exactly what's taught and you'll deliver handsomely. you can deliver it, so deliver it.

On a pc who has never been processed, do Level 0. Give him or her an HCO Board of Review certificate as a pc for that level when it is complete; when a pc has Level 0 Grade certificate, do I. Etc. Boot them up as fast as you can. Do only what the Levels are. Issue a certificate when they're all flat on the TA for that grade.

On people who have been scattered through one or another of the levels, finish up

anything missed in the lowest level, then the next level, then the next, etc. When a pc has completed IV finally, be sure your staff can do~VI on him.

To get an org or individual to deliver effectively, remove the distractions from the delivery channel, remove the barriers to delivery, detect and get rid of the non compliance to orders to deliver. And deliver pure Scientology, effectively.

Get a move on. Learn what's to be delivered and deliver it.

Same with a course. Deliver it and certify you have. That's all.

You're selling wins. Deliver them.

The whole human race is about to start going up. They'll move to the degree you deliver and no faster. So let's get the show on the road.

Nobody now has to do anything arduous. Just find people, make them want and pay for delivery and then deliver.

That's all.

Let's go.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 5 APRIL 1965

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HCO JUSTICE DATA RE ACADEMY & HGC

HANDLING THE SUPPRESSIVE PERSON
THE BASIS OF INSANITY

The suppressive person (whom we've called a Merchant of Fear or Chaos Merchant and which we can now technically call the *suppressive person*) can't stand the idea of Scientology. If people became better, the suppressive person would have lost. The suppressive person answers this by attacking covertly or overtly Scientology. This thing is. he thinks, his mortal enemy since it undoes his (or her) "good work" in putting people down where they should be.

There are three "operations" such a case seeks to engage upon regarding Scientology: (a) to disperse it, (b) to try to crush it and (c) to pretend it didn't exist.

Dispersal would consist of several things such as attributing its source to others and altering its processes or structure.

If you, feel a bit dispersed reading this Policy Letter, then realize it is about a being whose whole "protective colouration" is to disperse others and so remain invisible. Such people generalize all entheta and create ARC Breaks madly.

The second (b) is done by covert or overt means. Covertly a suppressive person leaves the org door unlocked, loses the E-Meters, runs up fantastic bills, and energetically and unseen seeks to pull out the plug and get Scientology poured down the drain. We, poor fools, consider all this just "human error" or "stupidity". We rarely realize that such actions, far from being accidents, are carefully thought out. The proof that this is so is simple. If we run down the source of these errors we wind up with only one or two people in the whole group. Now isn't it odd that the *majority of* errors that kept the group enturbulated were attributable to a *minority of* persons present? Even a very "reasonabl&' person could not make anything else out *of* that except that it was very odd and indicated that the *minority* mentioned were interested in smashing the group and that the behaviour was not common to the whole group-meaning it isn't "normal" behaviour.

These people aren't Communists or Fascists or any other ists. They are just very sick people. They easily become parts of suppressive groups such as Communists or Fascists because these groups, like criminals, are suppressive.

The Suppressive Person is hard to spot because *of* the dispersal factor mentioned 'above. One looks at them and has his attention dispersed by their "everybody is bad".

The Suppressive Person who is visibly seeking to knock out people or Scientology is easy to see. He or she is making such a fuss about it. The attacks are quite vicious and full of lies. But even here when the Suppressive Person exists on the "other side" of a potential trouble source, visibility is not good. One sees a case going up and *down*. On the other side of that case, out of the auditor's view, is the Suppressive Person.

The. whole trick they use is to generalize entheta. "Everybody is bad." "The Russians are all bad." "Everybody hates you." "The People versus John Doe" on warrants. "The masses." "The Secret Police will get you."

Suppressive groups use the ARC Break mechanisms of generalizing entheta so it seems "everywhere".

The Suppressive Person is a specialist in making others ARC Break with generalized eritheta that is mostly lies.

He or she is also a no-gain-case.

So avid are such for the smashing of others by covert or overt means that their case is bogged *and won't move under routine* processing.

The technical fact is that they have a huge problem, long gone and no longer known even to themselves which they use hidden or forthright vicious acts continually to "handle". They do not act to solve the environment they are in. They are solving One environment, yesterday's, in which they are stuck.

The only reason the insane were hard to understand is that they are handling situations which no longer exist. The situation probably existed at one time. They think they have to hold their own, with overts against a non-existent enemy to solve a non-existent problem.

Because their overts are continuous they have withholds.

Since such a person has withholds, he or she can't communicate freely to as-is the block on the track that keeps them in some yesterday. Hence, a "no-case-gain".

That alone is the way to locate a Suppressive Person. By viewing the case. Never judge such a person by their conduct. That is too difficult. Judge by no-case-gains. Don't even use tests.

One asks these questions:

- 1 . Will the person permit auditing at all? or
2. Does their history of routine auditing reveal any gains?

If (1) is "No", one is safe to treat the person as suppressive. It is not always correct but it is always safe. Some errors will be made but it is better to make them than to take a chance on it. When people refuse auditing they are (a) a potential trouble source (connected to a Suppressive Person); (b) a person with a big discreditable withhold; (c) a Suppressive Person or (d) have had the bad luck to be "audited" too often by a Suppressive Person or (e) have been audited by an untrained auditor or one "trained" by a Suppressive Person.

[The last category (c) (untrained auditor) is rather slight but (d) (audited by a Suppressive Person) can have been pretty serious, resulting in continual ARC Breaks during which auditing was pressed on without regard to the ARC Break.]

Thus there are several possibilities where somebody refuses auditing. One has to sort them out in an HGC and handle the right one. But HCO by policy simply treats the person with the same admin policy procedure as that used on a Suppressive Person and lets HGC sort it out. Get that difference-it's "with the same admin policy procedure as" not "the same as".

For treating a person "the same as" a Suppressive Person when he or she is not only adds to the confusion. One treats a real Suppressive Person pretty rough. One has to handle the bank.

As to (2) here is the real test and the only valid test: Does their history of routine auditing reveal any gains?

If the answer is NO then *there is* your Suppressive Person, loud and very unclear!

That is the test.

There are several ways of detecting. When fair auditors or good ones have had to vary routine procedure or do unusual things on this case in an effort to make it gain, when there are lots of notes from Ds of P in the folder saying do this-do that-you know that this case was *trouble*.

This means it was one of three things: 1. a potential trouble source 2. a person with a big withhold 3. a Suppressive Person.

If despite all that trouble and care, the case did not gain-or if the case simply didn't gain despite auditing no matter how many years or intensives, then you've caught your Suppressive Person.

That's the boy. Or the girl.

This case performs continual calculating covert hostile acts damaging to others. This case puts the enturbulence and upset into the environment, breaks the chairs,

messes up the rugs and spoils the traffic flow with."goofs" done intentionally.

One should lock criminals out of the environment if one wants security. But one first has to locate the criminal. Don't lock everybody out because you can't find the criminal.

The cyclic case (gains and collapses routinely) is connected to a Suppressive Person. We have policy on that.

The case that continually pleads "hold my hand I am so ARC broken" is just somebody with a big *withhold*, not an ARC Break.

The Suppressive Person just gets no-case-gain on routine student auditing.

This person is actively suppressing Scientology. If such will sit still and pretend to be audited the suppression is by hidden hostile acts which include:

1. Chopping up auditors;
2. Pretending withholds which are actually criticisms;
3. Giving out "data" about their past lives and/or whole track that really holds such subjects up to scorn and makes people who *do* remember wince;
4. Chopping up orgs;
5. Alter-ising technology to mess it up;
6. Spreading rumours about prominent persons in Scientology;
7. Attributing Scientology to other sources;
8. Criticizing auditors as a group;
9. Rolling up Dev-T, off policy, off origin, off line;

10. Giving fragmentary or generalized reports about entheta that cave people in-and isn't actual;
11. Refusing to repair ARC Breaks;
12. Engaging in discreditable sexual acts (also true of potential trouble sources);
13. Reporting a session good when the pc went bad;
14. Reporting a session bad when the pe went up in tone;
15. Snapping terminals with lecturers and executives to make critical remarks or spread ARC Break type "news" to them;
16. Failing to relay comm or report;
17. Making an org go to pieces (note one uses "making" not "letting");
18. Committing small criminal acts around the org;
19. Making "mistakes" which get their seniors in trouble;
20. Refusing to abide by policy;
21. Non-compliance with instructions;
22. Alter-is of instructions or orders so that the programme fouls up;
23. Hiding data that is vital to prevent upsets;
24. Altering orders to make a senior look bad;
25. Organizing revolts or mass protest meetings;
- 26~ Snarling about Justice.

And so on. One does not use the catalogue, however, one only uses this *one fact-no case gain by routine auditing over a longish period.*

This is the fellow that makes life,miscrable for the rest of us. This is the one who overworks executives. This is the auditor killer. This is the course enturbulator or pc killer.

There's the cancer. Burn it out.

In short, you begin to see that it's this one who is the only one who makes harsh discipline seem necessary. The rest of the staff suffers when one or two of these is present.

' One hears a whine about "process didn't work" or sees an alter-is of tech. Go look. You'll find it now and then leads to a Suppressive Person inside or outside the org.

Now that one knows who it is, one can handle it.

But more than that, I can now crack this case!

The technology is useful in all cases, of course. But only this , cracks the "no-gain-case".

The person is in a mad, howling situation of some yesteryear and is 'handling W' by committing overt acts today. I say condition of yesteryear but the case thinks it's *today*.

Yes, you're right. They are nuts. The spin bins are full of either them or their victims. There's no other real psycho in a spin bin!

What? That means we've cracked insanity itself? That's right. And it's given us the key to the Suppressive Person and his or her effect on the environment. This is the multitude of "types" of insanity of the 19th century psychiatrist. All in one. Schizophrenia, paranoia, fancy names galore. Only one other type exists-the person the Suppressive Person got "at". 'This is the "manic-depressive" a type who is up one day and down the next. This is the Potential Trouble Source gone mad. But these are in a minority in the spin bin, usually put there by Suppressive Persons and not crazy at all! The real mad ones are the Suppressive Persons. They are the *only* psychos.

Over simplification? No indeed. I can prove it! We could empty the spin bins now. If we want to. But we have better uses for technology than saving a lot of Suppressive Persons who themselves act only to scuttle the rest of us.

You see, when they get down to no-case-gain where a routine process won't bite, they can no longer as-is their daily life so it all starts to stack up into a horror. They "solve" this horror by continuous covert acts against their surroundings and associates. After a while the covert ones don't seem to hold off the fancied "horror" and they commit some senseless violence in broad daylight-or collapse-and so they can get identified as insane and are lugged off to the spin bin.

Anybody can "get mad" and bust a **few** chairs when a Suppressive Person goes too far. But there's traceable sense to it. Getting mad doesn't make a madman. It's damaging actions that have no sensible detectable reasons that's the trail of madness. Any thetan can get angry. Only a madman damages without reason.

All actions have their lower scale discreditable mockery. The difference is, does one get over his anger? The no-case-gain of course can't. He or she stays misemotional and adds each new burst to the fire. It never gets less. It grows. And a long way from all Suppressive Persons are violent. They are more likely to look resentful.

A Suppressive Person can get to one solid *dispassionate* state of damaging things. Here is the accident prone, the home wrecker, the group wrecker. ,

Now here one must realize something. The Suppressive Person finds outlet for his or her unexpressed rage by carefully needling those they are connected with into howling anger.

You see the people around them get dragged into this long gone incident by mistaken identity. And it is a maddening situation to be continually mis-identified, accused, worked on, doubled crossed. For one is *not* the being the Suppressive Person supposes. The Suppressive Person's world is Pretty hard to live around. And even ordinarily cheerful people often blow up under the strain.

So be careful who you call the Suppressive Person. The person connected with a Suppressive Person is *liable to be only visible rage in sight!*

You have some experience of this-the mousey little woman who rarely changes expression and is so righteous connected to somebody who now and then goes into a frenzy.

How to tell them apart? Easy! Just ask this question:

Which gets a case gain easily?

Well, it's even simpler than that! Put the two on an E-Meter. Don't do anything but read the dial and needle. The Suppressive one has the high stuck T.A. The other has a lower T.A. Simple?

Not all Suppressive Persons have *high* T.A. The T.A. can be anywhere especially very low (1.0). But the needle is weird. It is stuck tight or it RSeS without reason (the pc wearing no rings to cause an RS).

Suppressive Persons also can have the "dead" thetan clear read!

You see people *around* a Suppressive Person Q and A and disperse. They seek to "get even" with the Suppressive Person and often exhibit the same symptoms *temporarily*.

Sometimes *two* Suppressive Persons are found together. So one can't always say which is the Suppressive Person in a pair. The usual combination is the Suppressive Person and the Potential Trouble Source.

However you don't need to guess about it or observe their conduct.

For this poor soul can no longer as-is easily. Too many overts. Too many withholds. Stuck in an incident that they call "present time". Handling a problem that does not exist. Supposing those around are the personnel in their own delirium.

They look all right. They sound reasonable. They are often clever. But they are solid poison. They cant as-is anything. Day by day their pile grows. Day by day their new overts and withholds pin them down tighter. They aren't here. But they sure can wreck the place.

There is the *true* psycho.

And he or she is dying before your very eyes. Kind of horrible.

The resolution of the case is a clever application of problems processes, never olw. What *was* the condition? How did you handle it? is the key type of process.

I don't know what the percentage of these are in a society. I know only that they made up about 10% of any group so far observed. The data is obscured by the fact that they ARC Break others and make them misemotional-thus one of them seems to be, by contagion, half a dozen such.

Therefore simple inspection of conduct does not reveal the Suppressive Person. Only a case folder puts the seal on it. No-Case-Gain by routine processes.

However this test too may soon become untrustworthy for now we can crack them by a special approach. However we will also generally use the same approach on routine cases as it makes cases go upward fast and we may catch the Suppressive Person accidentally and cure him or her before we are aware of it.

And that would be wonderful.

But still we'll have such on our lines in Justice matters from now on. So it's good to know all about them, how they are identified, how to handle.

HCO must handle such cases as per the HCO Justice Codes on Suppressive Acts when they blow Scientology or seek to suppress Scientologists or orgs. One should study up on these.

The Academy should be careful of this and report them to HCO promptly (as they would potential trouble sources or withholds that won't be delivered). The Academy *must not* fool about with Suppressive Persons. It's a sure way to deteriorate a course and cave in students.

POLICY

When an Academy finds it has a Potential Trouble Source, a "withholdy case that ARC Breaks easily" or a Suppressive Person enrolled on a course or a blow the Academy must call for HCO Department of Inspection & Reports, Justice section. This can be any HCO personnel available, even the HCO Sec.

The HCO representative must wear some readily identified HCO symbol and must take a report sheet with a carbon copy on a clip board.

HCO must have present other staff adequate to handle possible physical violence.

The student, if still present, must be taken to a place where an interview will not stop or enturbulate a class, by Tech Division personnel. This can be any Tech Division office, empty auditing room or empty classroom. The point is to localize the commotion and not stir up the whole Tech Division.

If Tech Division personnel is not available HCO can recruit "other staff" anywhere by simply saying "HCO requires you" and taking them into the interview place.

HCO has a report sheet for such matters, original and one copy for Justice files.

The HCO representative calls for the student's folder and looks it over quickly for TA action. If there is none (less than 10 divs/sess) that's it. It is marked on the report sheet, "No TA action in auditing" or "Little TA". HCO is not interested in what processes were run. Or why there is no TA. If the course requires no meters the folder is inspected for alter-is (which denotes a rough pc) or no case changes.

If there are no TA notations in the folder HCO should put the person on a meter, making sure the person is not wearing a ring. One asks no questions, merely reads the TA position and notes the needle and marks these in the report sheet. The Tone Arm will be very high (5 or above) or very low (2 or less) or dead thetan (2 or 3) and the needle would be an occasional RS or stuck or sticky if the person is a Suppressive Person. This is noted in the report sheet.

If the folder or the student in question says he has had no case gain this is again confirming of a Suppressive Person.

If two of these three points (folder, meter, statement) indicate a Suppressive Person, HCO is looking for two possible students when so called in-the one who caused the upset and that student's coach or student's auditor. There very likely may be a Suppressive Person on the course that is not this student. Therefore one looks for that one too, the second one.

If a bit of questioning seems to reveal that the student's auditor was responsible, test that student too, and enter it on a second HCO report form. And order the other one to auditing at the student's own expense.

In short be alert. There's been an upset. There may be other persons about who caused it. Don't just concentrate on the student. There is a condition on the course that causes upsets. That is really all one knows.

When one walks in on it, find out why and what.

If the HCO tests indicate some doubt about either student being a Suppressive Person, HCO asks about a possible withhold and enters any result on the sheet and sends the students and sheet separately to the Tech Division, Dept of Estimation. The procedure is the same for a Suppressive Person but is "a withholdy pc who ARC Breaks easily" or simply "a withholdy pc" if no ARC Breaks are noted. "Auditing recommended".

But there is a third category for which HCO is very alert in this interview. And that is the **POTENTIAL TROUBLE SOURCE**.

For this person may only be audited further if he or she disconnects or handles the Suppressive Person or group to which he or she is connected and can't be sent to the HGC or back to the course either until the status is cleared up.

if this seems the case, there is no point in continuing the person in the Tech Division and HCO takes over fully, applying the policy related to Potential Trouble Sources.

This type of case will probably not be dangerous but quite co-operative, and probably dazed by having to do something about his situation. He or she has been hammered with invalidation by a Suppressive Person and may be rather wobbly but if the Justice steps are taken exactly on policy there should be no trouble. HCO can take a Potential Trouble Source (but never a Suppressive Person) out of the Tech Division premises and back to 14CO to complete such briefing. Remember, it is all one to us if the Potential Trouble Source handles it or not. Until it's handled or disconnected we don't want it around as it's just more trouble and the person will cave in if audited under those conditions (connected to a Suppressive Person or group).

A Suppressive Person found in an Academy is ordered to HGC processing always. And always-at his or her own expense.

If the Suppressive Person won't buy auditing, or co-operate, HCO follows steps A to E in policy on Suppressive Persons in the Justice Codes; HCO may be assisted in this by Tech personnel.

The point is, the situation must be handled fully there and then. The student buys his auditing or gets A to E. There is no "We'll put you on probation in the course and if . . ." because I've not found it to work. Auditing or Suppressive Person A to E. Or both.

THE BLOWN STUDENT

The student however may have blown off the premises or he has gone entirely. On a minor, momentary blow, where all it took was the student's auditor and a few words to get the student back, the matter is not a real blow.

But where the student leaves the premises in a blow or doesn't turn up for class, the Tech Division must send an Instructor and the student's auditor over to HCO Department of Inspection and Reports. An HCO representative should go with them at once to pick up the student.

The student is brought back with as little public commotion as possible and the procedure of HCO checkout, etc is followed as above.

THE GONE STUDENT

Where the student can't be gotten back (or in all such cases) the real cause may be a Suppressive Person in the Course itself, not the blown student or the upset student.

If the Suppressive Person is on the course (and is not the blown student) HCO will want to know this. In all such cases the one who caused the environment may not be the culprit.

The HCO representative calls for the blown student's case folder and looks for TA. If there is none or for some reason the student wasn't audited, or if no meters were used on that course, HCO seeks to find out what the case's responses were to processing.

If the case seemed to change or improve yet the student is gone, HCO looks over the blown student's ex-auditor for suppressive characteristics such as satisfaction the pe blew, critical statements about tech or instructors, case rough or difficult, lies about the circumstances, etc, and if such signs are present, HCO orders the blown student's ex-auditor to the HGC at the student's own expense.

If this interview with the blown student's auditor seems to indicate a Suppressive Person beyond any doubt HCO orders the student to the HGC at the student's own expense.

The blown student's course auditor will not be found usually to be a Potential Trouble Source as these are seldom bad or rough auditors, so questions about this possibility don't really apply.

But if this student (the blown student's auditor) is Suppressive, it's HGC or A to E. If the student gives on A to E he or she may be returned to course or to the HGC as HCO deems best.

In all such cases where a Suppressive Person is found, watch out for legal repercussions by having reliable witnesses present during such negotiations or upsets and take liberal notes for possible Comm Ev. This is why there also must be an HCO representative handling it.

If there is no agreement to be audited and the student who is found to be a Suppressive Person will not respond to A to E (because student has blown and can't be found or because the student flatly refuses), the student is considered terminated.

A waiver or quit claim is given or sent the student stating:

Date Place

Ihaving refused to abide by the Codes of (name and place of org) do hereby waive any further rights I may have as a Scientologist and in return for my course fee of I do hereby quit any claim I may have on (name of org) or any Scientologist personnel or any person or group or organization of Scientology.

Signed

2 Witnesses

Only when this is signed the student may have his course fee returned, but no other fees as he accepted that service.

The ex-student should realize this makes him Fair Game and outside our Justice Codes. He may not have recourse of any kind beyond refund. And after signing can only return to Scientology as per policy on Fair Game.

The HGC audits such a Suppressive Person sent to it on special processes specially issued by HCO B for Suppressive Persons. It will be found that adherence to these policies will make Academics very calm.

Note: Nothing in this policy letter waives or sets aside any policy concerning the auditing of known institutional cases in an HGC. Persons with histories of institutionalized insanity may not be audited in HGC.

L. RON HUBBARD

P.S. If you've wondered if you are a Suppressive Person while reading this-you aren't! A Suppressive Person never does wonder, not for a moment! THEY KNOW THEY'RE SANE!

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CANCELLATION OF FAIR GAME: The practice of declaring people FAIR GAME will cease. FAIR GAME may not appear on any Ethics Order. it causes bad public relations. This P/L does not cancel any policy on the treatment or handling of an SP. (From HCO P/L 21 October 1968, Volume 1, page 489.)

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 5 APRIL 1965

Rernimeo

Issue 11

All instructors' Hats

HCO Personnel Hats

HGC Auditors' Hats

Sthil Executives

Sthil Instructors

Sthil Staff Auditors ACADEM

DIVISION 4

TECHNICAL

IES RELATION TO HCO JUSTICE

**STUDENT TRAINING
THE NO-GAIN-CASE STUDENT**

Instructors MUST be alert for no-case-change cases on course and for "Withholdy pes who ARC Break easily", "blowy students" and "unstable gains" cases.

Even indifferent auditing on oven a haphazard course causes good case gains.

The minority group of no-case-change in routine course auditing and "withholdy" is very minor. These categories contain all the students who disturb your course, are insolent to instructors, rant against rules, etc.

You are under no orders from me that you must please them but you are under orders to report such cases to HCO.

YOU ONLY USE DIFFICULT CASE OR STUDENT IN THE ACADEMY AS AN INDICATOR OF SOMETHING WORSE. You aren't a staff auditor but an Instructor. You want proper auditor and case gain of course, and you'll get it (providing when some student says IT didn't work you find out exactly what the student did that didn't work and you'll find it was never what was ordered).

However, on cases that are *very* difficult, watch it! These difficult cases are more than cases. They mean trouble for you from that student and for your class in ways you wouldn't look for. By concentrating on "tough cases" you miss the fact that you have a whole class to handle. If you want it handled, look rather at what these tough cases do to your class and handle the "tough case" in a way to protect your course, not to make their cases move.

IN AN ACADEMY, DON'T TRY TO HANDLE YOUR COURSE ENVIRONMENT WITH STUDENT AUDITING!

Handle your course environment with good data, good SC and discipline and HCO Justice machinery.

Your students now have their old course regulations suspended. Instead, the Justice Codes are in. The students are Scientologists. Becoming students gives them no new rights. And it doesn't remove their Justice rights either.

I've been through all you go through and I have found, by comparing conduct on a course to conduct in the field afterwards, that the turbulent student is a pc, not a student. He or she makes trouble. On the course and afterwards.

The total symptom that alerts you to such a person is "tough case".

This is *very* easy to notice. Just look over the student case folders and note that one or another student doesn't seem to get going. Note the folder you have to *work* on. That's it. That's your trouble spot on the course. **DON'T** judge students by conduct" or speed of study. Judge on "tough case" only.

Routine auditing is good unless it's been alter-ised. Routine processes work on good people.

The no-case-gain case makes you hunt for magical processes and fatally leads to alter-is. Now hear this:

THE PROCESSES YOU HAVE, EVEN WHEN ONLY FAIR, ARE BETTER THAN THE PROCESSES THAT WILL BE DREAMED UP BY STUDENTS OR ANYONE AROUND YOUR COURSE.

The processes you use, if altered to "fit" some tough case will cease to work on standard cases when so altered.

The "tough case" (who is also the difficult student) is the *sole* reason one has an urge to alter a process.

You must be sure to push routine processes done routinely. When you see a process being altered look for a "tough case" in the pc or the student and call HCO promptly if you find the poor TA type case, the "no change" response to routine processes.

Your approach is to run the standard processes in the right grade in the right sequence. That's *all you* teach students to do and it's all you do in case supervision.

When these "don't work" even when you force them to be correctly applied, you have a tough case there. Don't louse up Scientology technology to handle a "tough case". You don't have to invent the processes for it. They already exist in the HGC. When you see alter-is, look for the tough case and let HCO take it from there. We are, after all a team, and as a *team* we can handle our environment.

Your job is just teach and get run the processes of the grade in the right sequence. Your job is to teach students to do just that. Your job is to force the student to run the process that should be run and run it right and to correct any alter-is *savagely*.

Never let some student tell you "it didn't work" without at once plowing in there to look. You will find only one of two things wrong:

1. Your student erred in the wording, sequence or application of the process through lack of study or
2. Either the student auditor or the student pc is a "tough case".

Don't let anybody try to vary a process to fit a case. If you do your *indicator is obscured* in letting anybody fool about in "trying to make a process work" or trying to get inventive just to crack a "tough case".

The majority of your course trouble and the tendency to alter-is material comes from trying to force a "tough case" to get gains. Should you alter or advise alteration of a process you are letting our side down. *It leads you into teaching students to alter-is* and there goes the balloon. It means they won't be able to run standard stuff successfully. And *that* means (let's be brutal) they will miss, by non-standard auditing, on 90% of their cases, the good people. They will slant all Scientology toward one nut and we'll be a failed mess like psychiatry with our clinics full of psychiatric cases not people.

The HGC (and perhaps *one* course level) is taught to handle "tough cases". The processes for them are standard, too. You *must* hold the line and answer a student's "didn't work" with "Exactly *what* didn't work?" and "Exactly *what* did you do?" and you'll find they didn't do it, or it's a tough case. Either way follow policy.

YOU MUST REPORT A TOUGH CASE TO HCO AT ONCE.

For *there* sits a *Justice* matter, not an Academy problem. It's not your hat.

You see the no-gain-case, the "withholdy case that ARC Breaks easily", "the blowy student", "unstable gain student" and your tendency may be to do something original or give the student some different process. If you do you are madly off-policy. In the ordinary Academy Course you are not teaching a "tough case" course. You are teaching a nice fast, workable course for decent average cases. Your majority is composed of good students. They deserve your time.

So this makes the "tough case" student the odd man (or woman) out. They make a lot Of commotion so one may think they are "everybody" on a course. They're not. They are seldom higher than 10%. So you risk the 90% of your course and all Scientology just to handle 10%.

Could I point out that the Protestant idea of recovering at any expense and considering very valuable any sheep who strayed, was batty. How about the whole flock? Leave them to the wolves while one ran off after one? No, please don't go the route by doing that. It's pretty awful.

No, this "tough case" is for the HGC and HCO. And I'd darn well rather you didn't give the person the technology before he straightens out -as he'll hurt people with it.

Such "tough cases" are possible to salvage. They're just cases. But it takes an HGC to run them and it takes HCO to hold them still so they'll be audited. Remember, we're a team. HCO and HGC are part of the team. Don't steal their hats.

The "tough case" is judged only on the basis of case gain or lack of it.

The Academy does NOT send students to the HGC for "slow study" or dullness or any other reason except "tough case". That's firm policy. The "tough case" is the only one you send.

There are 3 categories of these "tough cases".

1. The Roller Coaster Case.

The Potential Trouble Source. A suppressive person is on the other side of the one. The case will get a gain and slump, get a gain and slump over and over. It isn't a "manic-depressive" as the old 19th Century psycho-analyst thought. It's a guy whose marital partner or family is going into fits over this person's connection with Scientology. This is purely a Justice matter and belongs to HCO. He either disconnects or acts to settle his or her situation. No halfway measures. But you can't do much about that in an Academy. If you did you'd leave your class to the wolves. Get on-line and route this mysterious fellow who can't get a gain without losing it the next day or week over to HCO with a "Please investigate. Possible Potential Trouble Source." Don't even bother to question the student. HCO will find out. It's also illegal to audit them so HCO won't even route to the HGC but will act as per policy on such.

Always err on the side of sending HCO too many students rather than risk keeping one who is a liability to us all. But never send merely a course "cut-up" or a lazy student whose case runs well. This policy is only faintly discipline. It is actually excellent technology to a recurring course problem.

2. The Withholdy Case.

The withholdy case is routinely ARC Breaking and having to be patched up, commonly blows, has to have lots of hand-holding. As your course possibly isn't at that level it is too much to handle anyway and you're not equipped to handle. But even if your course is equipped to handle the right action is again HCO. Report this student to HCO with the label "Withholdy case that ARC Breaks easily" or "Blow type case". And get HCO over to the Academy. HCO may route to HGC at the student's own expense or get two tough staff members to stand by while the withholds are explored on a meter in case this is a real Justice case or just a student lunch thief. The reason for all that weird behaviour is always a withhold condition. You can't be bothered. HCO, however, is interested in the NO REPORT aspect of such a case. This person hasn't told all that's sure. HCO can send to HGC or refund or even Comm Ev.

3. The Suppressive Person.

The suppressive person does turn up to get trained. And when you train them (a) their case doesn't change, (b) they cheer when their course pe loses and gloom when their course pe wins and (c) they chatter about the horrors of discipline and seek to lead student squirreling or revolt. Their dream is a society wherein the criminal may do anything he pleases without any faintest restraint. We sometimes get loaded up with these characters but they run about 1 or 2 in 80 students usually. This person has no faintest chance of making it unless handled for what he or she is in an HGC. And if you train such you lend our name to all the chicanery and injury they do with our tech and protect them with our name. You've seen this case in another guise of squirrelingchatter-chatter about phoney past lives when they were Cleopatra and so on invalidating others' actual memories, talking only whole track to raw meat.

You've seen this one. It's suppression pure and simple and they know it! And they don't ever get a case change and their ARC Breaks don't heal, etc. etc. etc! The secret here is

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63

CONTINUOUS OVERTS which are then withheld. The technical fact is they are quite gone and are **SOLVING A PERSONAL BUT LONG GONE PROBLEM BY CONTINUOUS OVERTS**. One can actually handle them if one knows this seemingly tiny fact. One finds of course the PTP, *not* the overts. For one has about as much chance pulling this fellow's overts as moving the Earth by pulling weeds. The suppressive acts this person does are *solutions* to solve some long long ago problem in which the pc is stuck. To an HGC this is finding conditions of environment the pc has had and discovering how he or she handled them. But this is HCO-HGC business. The longer you wait to notify HCO, the more harm will be done and HCO will get inquisitive as to why there was *no report* from you on this. For here is the auditor heart breaker, the natterer, the rumour factory, the 1. 1 and the course and group wrecker. Here's "Whee, kill everybody!" in person. Here also is the possible government agent, the AMA BMA stooge. Here is the guy who plans to "squirrel" and "grab Scientology". Here is the boy. Or here is the girl. But here is also a thetan buried in the mud. And if you let this person go without attention he or she will soon become ill or die-or worse will mess up or kill others. This person is the only real psycho. And if you let him drift he'll soon wind up in the brain surgeon's suppressive hands. So it's nothing to overlook. People who have to solve their problems by shooting the rest of us down are what made life such a hell in this Universe. You have your hands on the implanter, the warmonger, the wrecker. But still, this is what's left of a human being and he or she can be salvaged. But only in an HGC, not a course. Please! Here also is the criminal or the sex crazy guy or the pervert who just *had* to break old Rule 25 (the old no-sex Academy rule). People who are sex crazy are over their heads in a collapsed bank that they've collapsed themselves with overts. Let's be real. This person throws people back in twice as fast as we can pull them out! So why arm him with tech. Put on your label when you send for HCO "No-Case-Change despite good tries with the routine processes taught on this course that was closely supervised in correct application". Let HCO take it from there. It's not Academy business.

Your routine procedure on any of the 3 types of case is:

- 1 . Call HCO Department of Inspection and Reports;
2. Minimize disturbance,
3. Hold the student in an empty classroom or auditing room;
4. Stand by to help if things get rough;
5. Help HCO complete its report;
6. Let HCO (and probably HGC) take over from there and get back to your students.

If you're going to grow and get your own case changes and have a good time instructing you'll read this very, very carefully and put it very briskly into practice.

At first you may not agree that you should be so sharp. It may be a blow to feeling you can crack all cases. You probably can. But man, that's an HGC hat. What are you doing wearing it as an Instructor? By all means crack the routine cases. But the tough ones? That's HCO and HGC.

The bigger we get, the easier all this will be.

But now let's make a start in teaching courses that are fun for all by giving the deep six to those who want a mess.

Okay?

Well, do it, do it, do it.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 APRIL 1965

Rernimeo
All Tech Div HATS
Students
preclears
All Qual Div HATS

ETHICS

**TRAINING AND PROCESSING
REGULATIONS**

**TECH DIVISION, QUAL DIVISION
TECHNICAL DISCIPLINE
STUDENTS' QUESTIONS**

(effective on the Posting of the 1965 Org Board)

1. The only answers permitted to a student's demand for verbal technical data or unusual solutions are
"The material is in (HCOB, Pol Letter or tape)."
"What does your material state?"
"What word did you miss in the (Bulletin, Pol Ltr or tape)T"
and (for requests for unusual auditing solutions)
"What did you actually do?"

Any other answer by Technical Secretaries, Ds of T, Instructors or course personnel is a misdemeanour.

2. Any instructor teaching or advising any method not contained in HCOBs or on tapes, or slighting existing HCOBs, Policy Letters or tapes may be charged with a crime.
3. Any Instructor in any way obscuring the source of technology by wrongly attributing it may be found guilty of a false report.

STAFF AUDITORS' ACTIONS

4. Any staff auditor who runs any process on any org pc that is not given in grade and level HCOBs may be charged by the Tech Sec or D of P with a misdemeanour.
5. Any alteration or non-standard rendition of a process is a misdemeanour.
6. Any staff auditor running a pc above the pc's grade instead of for the next grade, or running processes out of sequence in a grade may be charged with a misdemeanour.
7. Any staff auditor reporting falsely verbally or in writing, on an auditor's report may be charged with a crime.
8. Any staff auditor turning in an illegible report may be charged with a no report which is a misdemeanour.
9. Any staff auditor attesting falsely to TA or falsely reporting the flattening of a process may be charged with a misdemeanour.
10. Any staff auditor who receives orders to run an illegal process must report the matter at once to 11C0 Ethics or Saint Hill, requesting that the person so advising be charged with endangering the staff auditor's job and repute.

STUDENT REGULATIONS

11. Former regulations for students are abolished.
12. Students are covered as Scientologists by the HCO Ethics Codes and may request recourse from injustice and have the same privileges as ally field Scientologist.
13. Tech Secs, Ds of T, Supervisors and Instructors as well as Qualifications Division

personnel may request a Court of Ethics from the Department of Inspection and Reports for any student they find it necessary to discipline under the HCO Ethics Codes such discipline being in lieu of a Committee of Evidence. However the student may request a Committee of Evidence instead if he or she feels a wrong is being done.

14. Any student knowingly altering technology, applying processes improperly or using technology illegally on HGC pcs, on lower unit students or the public while a student may be charged with a misdemeanor.
15. A student damaging another by wilful application of incorrect technology may be charged by his Instructors with a Crime and a Court of Ethics action must be requested by his Instructors.
16. A student falsely enrolling may be charged by the org with a crime.
17. Blowing a course is handled under Suppressive Acts. If so charged the student may have recourse if applied for before 60 days to the Department of Inspection and Reports Ethics Section.

PRECLEAR REGULATIONS

18. Preelears are covered by HCO Ethics Codes.
19. A preclear may have recourse when feeling unjustly wronged by applying to the Ethics Section of the Department of Inspection and Reports of the org.
20. A preclear refusing to answer an auditing question may be charged by the staff auditor with a "no report" and taken before a Court of Ethics at once.
21. An HGC or staff preclear must report flagrant breaches of the Auditor's Code to the Ethics Section of the Org, but if the report is false beyond reasonable doubt the preclear may be charged with a Suppressive Act.
22. A student preclear or HGC preclear blowing an erg without reporting to the Tech See, D of P or the Ethics Section first and who will not permit any auditor to handle the matter at the erg where the auditing occurred must be fully investigated at any cost by HCO in the pc's own area. The auditing session must be fully investigated by the Ethics Section and if any Auditor's Code breaks are found to have occurred in that auditing the auditor may be brought before a Court of Ethics. The entire matter and its final results must be reported to the Office of LRH at Sain~ Hill.
23. Charges against HGC or student preclears may also be made by the Tech See, the Qualifications See, Ds of T, Ds of P, Instructors and staff auditors.

QUALIFICATIONS DIVISION

24. Any person undergoing Review is subject to the same actions as in the HGC or Academy and any personnel of the Qualifications Division may charge students and pes under the Ethics Codes and bring them before a Court of Ethics.
25. Persons charged by Qualifications Division personnel may request recourse if wronged.
26. The Qualifications Division may request a Court of Ethics on Technical Division personnel, preclears and students for false reports, false attestations and no reports as well as other Ethics matters. And the Technical Division personnel may on their part request a Court of Ethics on Qualifications Division personnel, students or preclears.

This policy letter does not change any HCO Codes of Ethics but only augments them for the purposes of assisting peaceful and effective training and processing with the exact technology issued.

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[Amended by HCO P/L 27 October 1970, Issue II,
The Course Supervisor, in the 1970 Year Book.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 APRIL 1965

Issue 11

Remimeo

TECH & QUAL DIVISIONS

TECHNICAL PERSONNEL

The first call on all Certified Auditors belongs to the Technical and Qualifications Divisions.

Certified Auditors are primarily assigned to these Divisions and are then additionally assigned to other posts.

At times of Technical and Qualifications overload, certified auditors may be called upon to take up their technical duties no matter what other Division they may be in; exempting only Executive Secretaries, Secretaries and Directors of Departments who have the staff status number of their post.

SKILL

The relative technical skill required of technical personnel is as follows:

1. Review Case Cracking Unit
2. Review Cramming Unit
3. Academy
4. HGC
5. Qualifications Division personnel
6. Technical Division personnel.

The Director of Processing should, in choosing between two personnel, be the better auditor than the Director of Training, but both should be of high skill

A Qualifications Secretary must, to be other than a Deputy, have higher certificates, grades and status than other personnel in the Qualifications Division and must have been trained as a Review Case cracking auditor in the Saint Hill Department. of Review.

The Technical Secretary must have certificates, grades and. staff status number senior to or equal to any auditor in the Technical Division and must, to have other than Deputy status, have been interned in the Saint Hill HGC.

INTER-DIVISION

Inside any Division (but not from one Division to another) Technical personnel may be shifted without it being called a transfer from one department to another or one unit or section to another within the Division. This is true of all Divisions.

In Technical and Qualifications Divisions such shifts of post are often valuable in affording a change and gaining experience and understanding.

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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 See and Qual See 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 pes 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 pe refuses to so promise, then the next action of Ethics is an investigation of the student's course or pe'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 pe's own area. If the student or pe 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 pe ask for a *recourse*.

Normally before asking for recourse a student or pe *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 pe and may not be requested of higher authority. A request to higher authority than the Ethics activity that passed sentence is a *petition*, not recourse.

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[Note: A complete copy of this Policy Letter can be found in

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Rernimeo
Tech Div Hats
Qual Div Hats
Ethics Hats
Executive Hats

HCO POLICY LETTER OF 1 JULY 1965

TECH DIVISION
QUAL DIVISION
ETHICS CHITS

This is a VERY important policy. When it is neglected the org will soon experience a technical dropped statistic and lose income and personnel.

The most attacked area of an org is its Tech and Qual personnel as these produce the effective results which make Scientology seem deadly to Suppressives.

The Suppressive is TERRIFIED of anyone getting better or more powerful as he is dramatizing some long gone (but to him it is right now) combat or vengeance. He or she confuses the old enemies with anyone about and looks on anyone who tries to help as an insidious villain who will strengthen these "enemies".

Thus Tech and Qual personnel are peculiarly liable to covert, off line, off policy annoyances which in time turn them into PTSs. Their cases will Roller Coaster and they begin to go off line, off policy and off origin (see Dev-T Pol Ltrs) themselves.

This results in a technical breakdown and an apparenacy of busyness in these divisions which does not in fact produce anything, being Dev-T.

The policy then is: **NO TECH OR QUAL PERSONNEL MAY OMIT GIVING ETHICS CHITS TO ETHICS ON ANY INCIDENT OR ACTION COVERED IN THE DEV-T POLICY LETTERS OR WHICH INDICATES SP OR PTS ACTIVITY.**

This means they may not "be decent about it" or "reasonable" and so refrain.

This means they must know their Ethics and Dev-T Pol Ltrs.

This means they may not themselves act like Ethics Officers or steal the Ethics hat.

It means that they must chit students who bring a body and ask for unusual solutions; they must chit all discourteous conduct; they must chit all Roller Coaster cases; they must chit all Suppressive actions observed; they must chit snide comments; they must chit alter-is and entheta; they must chit derogatory remarks; they must chit all Dev-T. Anything in violation of Ethics or Dev-T Pol Ltrs must be reported.

Ethics will find then that only two or three people in those areas are causing all the upset. This fact routinely stuns Tech and Qual personnel when it is called to their attention-that only two or three are making their lives miserable.

Ethics, seeing tech statistics drop, must investigate all this and WHEN ETHICS FINDS the Qual and Tech personnel have not been handing in Ethics chits, the Ethics Officer must report them to the HCO Exec Sec for disciplinary action.

NON ENTURBULATION ORDER

What to do with the 2 or 3 students or pcs causing trouble?

Ethics issues a Non Enturbulation Order. This states that those named in it (the SPs and PTSs who are students or preclears) are forbidden to enturbulate others and if *one* more report is received of their enturbulating anyone, an SP order will be issued forthwith.

This will hold them in line until tech can be gotten in on them and takes them off the back of Tech and Qual personnel.

NOT THEORETICAL

This is *not* a theoretical situation or policy. It is issued directly after seeing tech results go down, Tech and Qual cases Roller Coaster and results drop.

Ethics found that the entire situation came about through no chits from Tech and Qual personnel about troublesome people which resulted in no restraint and a collapse of Divisions 4 and 5 Comm lines and results.

When Tech and Qual personnel try to take the law into their own hands, or ignore issuing Ethics chits, chaos results, not case gains.

Keep Tech Results UP.

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69

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HCO POLICY LETTER OF 5 JULY 1965

Gen Non Rernimeo

ASSIGNMENT OF TECH PERSONNEL

The Director of Review has first, immediate and urgent call on all auditors not on duty due to the reason of their pcs being in Review. Any waiting list has first call on auditors whose pcs have just been completed.

If there is no waiting list, such auditors are also on call to Review.

If there is no call by the Director of Review, first call on the auditors is by the Director of Tech Service (Dept 10).

If the Director of Tech Service has no use for them, the third priority on idle auditors is Dir Comm for Expediters.

COURSE SUPERVISORS

First call on Course Supervisors who have no students or whose classes have been combined so as to leave them with no students is the D of P. Second call is Academy Admin and third call is Dir Comm and nothing may interrupt any of these priorities.

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HCO POLICY LETTER OF 11 JULY 1965
Amends and cancels HCO Policy Letter
of 5 July 1965

Gen Non Rernimeo

ASSIGNMENT OF TECH PERSONNEL

QUAL DIV

Auditors are fully assigned by name to the Qual Div. The practice of borrowing auditors from the Tech Div confuses the lines.

Assign enough auditors to Review to take care of the work. If it is too consistently an overload, assign additional auditors, but on a permanent org board basis, not a daily borrowing.

TECH DIV

First call on the auditors of the HGC who are not working is the Dir of Tech Service (Dept 10).

If the Director of Tech Service has no use for them, the second priority on idle auditors is Dir Comm for Expediters.

COURSE SUPERVISORS

First call on Course Supervisors who have no students or whose classes have been combined so as to leave them with no students is the D of P. Second call is Academy Admin and third call is Dir Comm and nothing may interrupt any of these priorities.

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HCO POLICY LETTER OF 7 JULY 1965

Remimeo
All Tech Hats
AJI Qual Hats

Tech Div
Qual Div

RELEASES, POLICY ON

Every HGC auditor and executive and every person in the Qual Division must be checked out on the following materials rapidly as soon as put on staff.

The final result of lower level auditing is Release.

If an auditor cannot detect it and if executives do not know what to do with it,
FANTASTIC ERRORS WILL OCCUR THAT WILL ARC BREAK PCS WITH THE
ORG.

This is the major area of technical goofs-messing up Releases.

If an auditor does not recognize floating needles and TA position even at Level 0,
he or she will miss the point where the pc goes Release and will continue to audit the
pc.

CLEAR PHENOMENA ON THE METER

Books

1. *E-Meter Essentials*, pages 17 and 18, paragraphs 40, 41, 42, 43, 44, 45, 46 and 47.

HCO Policy Letters

1. Meter Checks-2 April 1965, paragraph entitled "Release Check".

SEC EDs

1. SEC ED 65 INT, 29 June 1965, Org Boom in Releases,

HCO Executive Letters

1. Data on Releases, 6 July 1965, page 2, number 7.
2. Former Release Programme, 5 July 1965, page 2, paragraph 2,

Ae Auditor

1. *The Auditor*, 8, page 3, column 1, paragraph 5.

HCO Bulletins

1. Model Session Revised, 3 July 1965, "Release Reached", paragraph 2.

RELEASES, VITAL DATA

HCO Policy Letters

1. Power Processes 28 April 1965
2. Release Award 4 May 1965
3. Releases, Vital Data 10 May 1965
4. Power Processes 20 May 1965
5. Memorandum of Agreement 21 May 1965
6. 6 Power Processes 14 June 1965

7. Releases 6 July 1965
8. Release Policies 12 July 1965

SEC EL)s

1. 47 INT
2. 50 INT
3. 51 INT
4. 58 INT
5. 59 INT
6. 64 INT
7. 65 INT

HCO Executive Letters

1. The Future Programme 3 May 1965
2. Saint Hill Courses 23 May 1965
3. Data on BPC and Releases 10 June 1965
4. Snap and Pop 11 June 1965
5. More Data on Release 29 June 1965
6. Data on Releases 6 July 1965

Auditor 8

1. Article, "The Road to Clea?".

Classification, Gradation and Awareness Chart

1. Chart
2. HCO Policy Letter, Classification, Gradation and Awareness Chart, 5 May 1965.

TECHNICAL MATERIALS OF RELEASE

HCO Bulletins

1. Clear and OT Behaviour 18 June 1965
2. Releases, Different Kinds 28 June 1965
3. Release Rehabilitation of Former Releases
and Thetan Exterior 30 June 1965
4. Model Session Revised 3 July 1965
5. States of Being Attained by Processing 12 July 1965

HCO Policy Letters

1. HGC PC Review Auditing Form 26 June 1965

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HCO POLICY LETTER OF 13 JULY 1965

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TECH DIV

& REGISTRAR

TESTING

All psychology type testing is herewith abandoned *on HGC and Academy lines* (not public lines).

This means the OCA, APA, IQ and tests of any other description.

The reasons are as follows:

1. Testing makes registration lines hard to manage.

2. Tests test only what a person *knew* and do not test an increase of awareness. They changed because of valence changes. Releasing has shown they do not test increased capacity to learn or live or the pc's new potential but only test the pe's data awareness, all of which comes from the pe's past. A person knows only what he knew. Releasing and Clearing give back the ability to observe, know and act. Any data returned to the pe was data he knew before and was occluded. But this doesn't show up on psychology type tests.

3. Different tests would be required to demonstrate what increase the pc has had. The old type test, measuring valence shifts, invalidate a pc's gains. He feels good, is alert and aware. The test only tests what he *knew*. Therefore until new tests are developed that do show the current state of the pe, the old type tests will not be used. Example - A Released OT can tell you a great deal of newly observed data but, tested on psychology tests can only say what he *knew* about life and cannot tell you what he now knows because he is just now knowing it. Not having *seen* a baby since going Released OT, he can only answer how he knew he reacted to babies. How he reacts now to babies is unknown to him since there are no babies around to react to.

4. The tests can be thrown by certain processes almost any way you wish in very short times. IQ can be raised giddily by rehabilitating the ability to withhold (DC HGC used this during an ACC with phenomenal results in IQ gain). You can shift valences on a pc almost at will with "Where would ~ . . be safe?" and other processes. But when you clean up the pe himself you have what *he* knew or how *he* reacted and this is not yet known at the time tests are given after processing. Pes are more apt to know what they don't know in an increased awareness, coming off the manic of pretended knowing or false data.

5. Modern processing by grades is not clued by any test we use. We once had to have tests to tell us what to run. We now have advanced too far to need the data.

ALLOWED USE OF TESTS

Tests may be used as a Public Service, on Introductory Evening Lectures, by Field Staff Members or in any way as a purely promotional item to give people a reality on their cases to invite auditing.

Once they have bought training or processing the tests have no further value.

PRESERVATION OF TESTS

All test files in an org must be carefully preserved. They are a gold mine of Research and Promotional material and are extremely valuable.

NO TESTS TO SAINT HILL

No further copies of pe tests or graphs need be sent to Saint Hill.

Auditor-Pc attestation forms (LRH Daily Report) and Certs and Awards copies are sent instead as described in Policy Letters.

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HCO POLICY LETTER OF 26 JULY 1965

Rernimeo
Tech Hats
Qual Hats

Tech Div
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.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 1 SEPTEMBER 1965
Issue IV

Gen Non Rernimeo

SOME TECH DIV POLICIES

(Preserved policy from former Policy
Letters which have been cancelled)

LEGAL ASPECTS OF SIGN UPS

No persons may be admitted to an Academy or HGC who have not signed waivers (release forms) of the old type.

All such waivers must include a statement that the person is there on his or her own determination and that the person has no record of being committed in an institution or has a criminal record for felony.

Persons with such commitments or records should be referred to a field auditor near their home and refused training or processing at the organization.

Persons suspected of purely medical illness should be referred to a doctor for competent treatment if such a doctor or treatment exists.

Minors must have their parents or guardians sign the waiver and any note for time payments.

Known trouble sources as per recent HCO Policy Letter, all of which remains in force, should be required to straighten up their lives before enrolling or signing up for processing or should be forthrightly refused.

Anyone objecting to an E-Meter check should be refused entrance.

Thus by keeping the legal aspects straight you will be able to help the many and not be messed up by a few. For a very few such people (21 to be exact) were the sole sources of grief in the 1950 boom.

To have a boom, you have to keep your nose clean legally or you can be stopped by the turbulence generated, both in the org and the public. Such turbulence is all that shortens your lines or overworks staff.

HUSBAND-WIFE TEAMS ENTERING ACADEMIES

Husband-Wife teams should not be forbidden. But in all cases where husband and wife are trained to co-audit each other they must mail their auditors' reports routinely to the D of P for which they will be charged a nominal but real fee for case supervision.

Professional auditors or co-auditors who use auditing in or out of an Academy to estrange husbands and wives are subject to a Court of Ethics at their nearest HCO on any 2nd Dynamic misconduct complaint from either party, husband or wife, and a penalty up to suspension of certificate may be sentenced the offender if proven guilty.

During training it is against policy to team husbands and wives together for practice drills even when they will be co-auditing after leaving class,

Where possible husbands and wives should, however, be persuaded to bring another couple to be trained rather than co-audit and it should be arranged that the wife audits the other wife and the husband the other husband after training. In this case it is all right to team them in any pairing under training for drills.

SCHOLARSHIPS

No scholarships are now allowed.

COURSE FEES STANDARDIZED

Any course taught in a continental zone must conform to that zone's course fees, and it must be approved by Saint Hill and not altered.

OUTSIDE COURSES

As present day level courses require a full Tech Division plus a full Qualifications Division plus an Ethics Officer, no Academy courses may be given outside Academy premises.

PE COURSES (BS COURSE)

PE Courses will still be taught by field auditors and franchise holders, which is the BS Course. They result in a BEGINNING SCIENTOLOGIST certificate.

STUDENTS

A course completion is a check sheet not a time period or a classification.

It is now a *crime* to run a course without a check sheet or to change a check sheet on a student after it's issued~ A different check sheet can be issued to the *next* student that enrolls on that very same course. But once issued, the same one is completed for a course completion of that course and the student gets his certificate for the Level when it is and can take his exam for class. There are 2 check sheets actually-Theory and Practical. Both should be complete before you let a student go to the next certificate.

COURSE TIMES

All courses in all orgs enroll any time of any day. No special courses for certain dates will be tolerated in any org. Magazines should say "Enrolls any time" after every course in every Academy Ad. If you don't you go mad trying to get pcs every week for ad money and wind up with a psychiatric ward for an HGC. The check sheet system used now at Saint Hill for levels fits every course nicely and requires no "every 4 weeks". Saint Hill enrolls all week long! Further, Supervisors in Scientology must not personally lecture students on technology. If you want a current check sheet for a level write your comm-member (HCO Pol Ltr of 13 March 1965) at Saint Hill.

"CLEARS"

Sell *Release* with confidence. Only squirrelling on levels and rough ARC Break handling can prevent it. The total rundown of processes is easy to groove in in an HGC and should be adhered to violently if you want to get results and releases. It's no myth now.

RELEASED STUDENTS

Students who are releases have to *do* all the required auditing as an auditor. And get it passed. Release is an honorary, not a technical award. But a truly floating needle release may not be further audited except for Power Processes. A student doesn't *know* more about Scientology just because he's released. He just *learns* faster. So the released student *must* do all his *auditing* on pcs, subjective and objective. If you don't have any raw meat for a student to do all his levels on, make the student scrounge his own pcs off the street or city dump. Remember, don't panic on release. It means the student like any other student must do all his required check sheets and go on up, level by level just like every other student.

PLEDGING CODES

Applications for certificate must be made by every student. This should give how they want their name on the certificate, address, and the routing of the student out of the org, CF routing and all that.

This application *must* also carry a pledge stating that the applicant subscribes to and promises to uphold the Auditor's Code, the Code of a Scientologist and it must state he is informed of and will follow the policies relating to gradation and classification.

CITY OFFICE AND CENTRAL ORG COURSES

City Offices may teach BS, HAS and HQS Courses. Central Orgs teach these and may teach Level courses according to their status of org-these courses being HRS by Class 0 orgs, HTS by Class I orgs (plus the HRS), Class 11 orgs teach **HRS**, **HTS** and HCA, Class III orgs teach HRS, HTS, HCA and HPA. In 1968 Central Orgs will also be given permission to teach HAA if they have attained Class IV status.

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IModified by HCO PIL 12 October 1972 Issue 1, Sign-Up Made Simple, which was cancelled by HCO P/L 1 December 1972 Issue IX of the same title, also modifying the above policy letter, in the 1972 Year Book.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 SEPTEMBER 1965
Issue 11

Saint Hill issue only

STUDENT AND PC REPORTS

The Saint Hill Technical Division regularly receives student and pc reports from its junior orgs. These should be checked over by Tech as per usual Pol and then sent to Central Files. Central Files DOES NOT file them. The Central Files Officer only checks them against CF to be sure we have their addresses. He then sends the preclear reports to the Dept of Success which files them by area. Both student reports and HGC reports are both so filed.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 DECEMBER 1965
[Amended 16 January 1970)

E-METERS ALLOWED

The Listing E-Meter and Mark V are the only meters allowed for use in the Dept of Processing, Dept of Training, and the Qualifications Division.

This was announced in Auditor 10 and now becomes policy. ,

Further, students in training must have their own E-Meter. This policy must be enforced if you expect to turn out auditors who can audit.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 FEBRUARY 1966

Gen Non-Remimeo
Applies to
Saint Hill
info other orgs

Issue III

HGC CURE

INTERNE TRAINING AND STAFF AUDITORS

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

Interne and staff auditor and course supervisor training and the training of Tech 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 pes. 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 D of P or 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 pes done and interview pes 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 See the auditor may not be permitted to audit, the Qual See informing the HCO Area See 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 D of P.

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 See	-	Full responsibility for quantity and quality of service.
Qual See	-	Training arrangements for all Tech Personnel and Internes. Satisfied pes.
Dir Exams	-	Authority to Declare.
Dir Rev	-	OK to Audit chits, repair of goofs. Actual training. Satisfied pes.
Dir Certs & Awards	-	Declares pe awards.
Chaplain	-	Port of refuge for pcs and auditors when all 6se fails.
Tech See	-	Completion Statistic of the Tech Div, Executive Personnel appointments, general adherence to plan and design.
D of P	-	Staff Auditors and Internes as Staff Members, pe auditor assignment, auditing quarters state of and assignment, Ethics and Review routing authority, auditor procurement, pe 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 proper technology.
HCO Area See	-	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 See SH and through her the Tech See SH and Qual See 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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF I FEBRUARY 1966

Remimeo

Tech Div
Qual 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 I Div 1.

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

QUAL DIV TRAINS STAFF

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 See and D of P taking no interest or action in procuring HGC Auditors.

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HCO POLICY LETTER OF 10 FEBRUARY 1966

Issue 11

P,emimeo
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 Comin 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.

S. 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 doesnot 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 *aleyt*.

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 run *another* 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 pe 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 pe 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 pe 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 reco.-nize 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 "somethirug 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 pe* 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 pe. 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 hobbyhorses have-to be kept off Case Supervisor lines. So there must be a person who checks out pes 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. Squiiellng stems from the Case Supervisor being the auditor supervisor and the pe interviewer. Oil, water, being in two divisions, Commies and Fascists, dogs and cats won't mix. Neither will the personal contactor of auditors and pes 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 pe 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. Lack 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 IS 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.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 MARCH 1966

Remimeo
All Sen Staff

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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 7 MARCH 1966

Remirneo	Issue 11
Ali Tech & Qual Hats	Tech & Qual
Students	
Solo Audit Course	
Interne Course	URGENT
Clearing Course	

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 Ltr\$ 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.

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HCO POLICY LETTER OF 8 MARCH 1966

Remimeo

Exec Secs Hats

ES Comm Qual Hat

HCO See Hat

Dir I & R Hat

Ethics Hat

Tech & Qual Hats

LRH Comm Hat

Exec - HCO - Tech - Qual

Ethics

URGENT

HIGH CRIME

Effective 1 June 1966

In any instance of a heavily failing 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 Secs of that org by Comm Ev on the spot or at WW.

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.

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[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. I

(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.)

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 JULY 1966

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 pe 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 pe 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 overr un 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.

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HCO POLICY LETTER OF 20 SEPTEMBER 1967

Rernimeo All Tech & Qual Staff Ethics

CONFIDENTIAL DATA

- 1 No Ethics Chit written by anyone should contain data which is classified as confidential.
- 2- Such material so classified is contained in Power Processes, Clearing Course and Advanced Courses.

Qual Sec - Helen Pollen
HCO Area See - Irene Dunleavy
Exec Council SH - J.J. Delance
- Joan McNocher
- Ken Urquhart
Exec Council WW - Tony Dunleavy
- Eunice Ford
- Ken Delderfield
Guardian Comm WW - Corrie Ellis

Mary Sue Hubbard

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The Guardian WW
for
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIO
Saint Hill Manor, East Grinst

HCO POLICY LETTER OF 20 N(

Remirneo
Info Int E/O WW
Local E/Os
Info Int SPEOWW

OUT TECH

ANY AND ALL *published* mimeoed out tech processes or "recommendations" or "interpretations" not written or signed by myself must be sent to the International Ethics Officer at WW with any information on their authorship or origination so that Conditions may be assigned and broad cancellation can be issued by the International Ethics Officer.

The reason for this is the discovery of a process on page one of the Org Exec Course checksheet of 21 Sept 67 which would ruin any student's case, his interest in admin and which would deter enrolment.

L. RON HUBBARD
Founder

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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.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 24 AUGUST 1968

Remimeo All Franchise and Orgs Division 6 Hats

DISSEMINATION

A PC RARELY DISSEMINATES. ONLY AN AUDITOR DISSEMINATES.

We know this from experience.

Thus an Org which makes more pcs than auditors will tend to collapse.

Also an Org which makes only pes will collapse.

So always make an equal number of auditors and pcs or more auditors than pcs.

This will ensure dissemination to the field as the auditor will understand what he is disseminating and will therefore be successful.

Public Aide

for
L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 28 OCTOBER 1968
(Cancels HCO PL 20 March 1964)

Remimeo

TECHNICAL REPORTS

The Class VIII's have been assigned to Orgs to ensure that Standard Tech goes in and stays in. They are responsible for ensuring that all cases are properly supervised.

Orgs with Class VIII auditors do not send copies of auditing reports to LRH or WW. Orgs without Class VIII's continue to send them to LRH via Tech See WW.

Orgs with Class VIII's should send in a weekly report regarding Tech results, and the Org LRH Comm should randomly select reports of one preclear being audited in Tech and in Qual to send to Tech See WW for inspection.

All Academy Student reports shall be addressed by the student to LRH personally and sent via Tech See WW. Such reports shall be on a weekly basis.

Tech See WW	Mark Jones
Qual See WW	Mark Jones
HCO Area See WW	Edith Hoyseth
Ad Council WW	Rodger Wright Chairman
LRH Comm WW	Rodger Wright
D/Guardian WW	Jane Kember
Guardian WW	Mary Sue Hubbard

for
L. RON HUBBARD
Founder

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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

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UIV

EXECUTIVE DIRECTIVE FROM L. RON HUBBARD

FO
LRH ED 81INT

Date 20 January 1969

A VITAL TARGET

Trained Auditor Programme

It is vital that we step up auditor training in all orgs.

The VITAL target is

TO HAVE TRAINED AUDITORS IN PLENTY IN ORGS AND FIELD.

My data is that we must have specialized in preclears for quite a while, that staff training as auditors went out and that we began to develop backlogs of pcs.

Backlogs of pcs must be avoided.

Trained auditors by far make the better executives. Thus staff auditors get promoted to execs and the staff auditor vacancies aren't filled.

We *used* to allow for this. Many Academy graduates came on staff as staff auditors routinely. HGC auditors then got promoted to executives.

Staff training programmes permitted staffs to get to be trained auditors on a part time schedule.

In London we used to hire typists and clerks from employment agencies. A large percentage of them, with no urging at all, saved up and took advantage of their 50% staff discount and got their HPA, then came back on as staff auditors and went on to other staff posts. Either training got too long or too involved or the route got barriered.

In any event each org should take responsibility for getting the route unplugged. People who came on staff came from the public as just-a-job or from the Scientology field, got trained, became staff auditors, etc.

I know in orgs where I have worked I usually had to unblock hiring. For some reason I had to do it. All sorts of barriers got put up to people who wanted on staff. I used to hear of people and by pass and get them to be put on.

Also, I used to order a sign in PE to get PE attendees to join staff and a sign in the Academy to get graduates to join staff. This was SOP.

When an org is signing up more pcs than students it will go broke or be poor.

The 50% scholarship offer (50% of fees) mailed out used to work well. It could be mailed to FSMs to hand out to prospective students. If the scholarship only applied from Dianetics to HPA and not to segments, it would boom training.

Some orgs just plain try to be clinics. The public loves to take no responsibility and be given it all as pes. When they get to Solo and above they wish to hell they had become real auditors.

You can jam the training line by making an Academy Course long and as heavy as anSHSBC.

The REAL design of training (if anybody would really do it this way) is:

Dianetics: Fast Course on Technique. Slide by on philosophic data.

Academy: Fast Courses on Technique. Learn all the motions.

SHSBC: A course taking in ALL the data, philosophic, with *polishing* of Technique.

Class VIII: Sharp rapid STANDARDIZATION of auditing and case supervising with 100% gains.

When you try to standardize Class VIII style the Dianetic course, or SHSBC, the Academy courses, you slow people down to nowhere.

Now that we have Ethics in and Vills in every org WE CAN RESTORE ATTESTATION. When we knocked it off we also knocked down our stats. Ron's Journal 1968 will RESTORE ATTESTATION OF GRADES AND CLASSES. This will speed up training again and raise stats. *It works only if you keep Ethics in.*

This is my immediate contribution to MORE AUDITORS.

After all, early auditors weren't all that well trained. And training parallels the progress time track of the subject!

BUT as we EXPAND we will CONTINUALLY FACE THE PROBLEM OF AUDITOR SHORTAGE.

Therefore YOU make a contribution on your end of it by making the lines open. Post staff procurement signs. Get staff trained up. Get the public to get trained.

Executives who aren't trained auditors have the highest mortality rate as executives. How can anyone really guide a Scientology org who doesn't know the *subject*.

So let's keep this Target up there as a big Target:

TO HAVE TRAINED AUDITORS IN PLENTY IN ORGS AND FIELD.

Train staffs is part of the Target.

Sign up more students than pes is part of it.

Push Training in Promotion is part of it.

We used to tell people that training as an auditor made one more able to handle life and his fellows. It didn't mean one became a professional auditor and hung out a shingle. We better hit this campaign again.

Anyway, it's a key Target, a big one. It is a Vital Target, what we have to do to make things go at all.

13j.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JANUARY 1969
Issue 11

Rernimeo

MAINTAINING STANDARD TECH

Although by Ron's words Sea Org Missions will be policing the correct exact application of standard technology, a safeguard against violation of the standard of financial nature is hereby established.

This has been done to increase organisational awareness that standard tech is not solely the responsibility of the auditor and case supervisor. They need to be backed in their efforts by the full organisational structure and the members this comprises.

STANDARD TECH IS CORRECT EXACT DUPLICATION OF SOURCE IN APPLICATION AND IS ACCOMPLISHED BY COMPLETE ORGANISATIONAL ENDEAVOUR.

Each org member is to some extent responsible for the technology Ron gave us.

As from the day of this policy letter every Org employing Class VIII technical staff, is going to be fined the sum of S 1000.00 for every GROSS goof which was found allowed to slide by *unhandled*. The keyword is UNHANDLED. Goofs, although they shouldn't occur may sometimes happen, but standard tech resolves all cases including goofs. However a case allowed to leave the Org attested to as complete, with unhandled out tech on the case is not merely a goof but a *false report*.

In such cases, were they ever to occur, a fine will be levied, payable AT ONCE to the Sea Org. And this money is payable out of the Financial Planning allocation. So it will really be in all members' interest that out tech does not occur, and in the event of it ever happening to take strong action against the sinning party.

Tech is veTy very simple, but also very very accurate since the advent of VIII. Tech is tech, it is IN or it *isn't*.

RON'S TECH IS STANDARD TECH AND HAS No VARIA13LES OR ARBITRARIES. IT IS RIGHT OR IT IS WRONG WITHOUT ANY SHADES OR GRADIENT IN BETWEEN. And that is that.

As Standard Tech is IN and winning it is not expected that any fine will ever have to be levied, and none will be retroactively. But they will be in any case found in future where violation is found unhandled.

Ron gave us standard tech, you apply it and we will police it. And so we'll all grow stronger.

Lt. O.J. Roos
Flag C/S
for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 OCTOBER 1969

Rernimeo Tech & Qual Personnel

TECHNICAL DIVISIONS - PROMOTION AND RESPONSIBILITY

(Originally issued as ED 318 INT)

- I. All Personnel of Tech Divisions are reminded that it has long been a function of this Division to promote itself.
2. Foremost and most obvious is the old dictum, that when Tech is in, bodies will come flooding in. Happy, satisfied preclears and students will not be quiet about Scientology wins. They will disseminate. Keeping the Promotional Points for their Departments in an alert and realistic way will do the rest.
3. Letters of Procurement by the Departments of Processing and Training are very effective. Personnel of Tech do not sit back and expect Dissem to bring in all the students and preclears. They get busy themselves writing, telephoning, scheduling and Tech Services always gets advanced bookings in earlier. And they demand that Dissem get their enrolments up.
4. Directors of Processing get busy keeping Auditor Procurement going and work with Qual to get Training Programmes in for already Classified Auditors in the Org and in the area. And they demand that Personnel Procurement bring in auditors and train and recruit auditors in the Academy. NO HGC SHOULD EVER BE SHORT HANDED FOR AUDITORS. Policy clearly allows for any qualified auditor in the Org to be used when necessary (P/L 28th April, 1965 "Technical Personnel"). But with good Auditor promotion and training this need not become necessary.
5. Tech Personnel, including Supervisors and Auditors take full responsibility to see that they themselves keep trained and checked out on all necessary material for their departments. They don't wait for Qual to remind them or for Ethics to take action first. They make sure that Qual does train them and that there is no violation of High Crimes Policy of star rated checkouts (P/L 8th March, 1966 "High Crime").
6. Tech Services Personnel do not wait until Auditors or Students complain about lack of material-or wait for Boards of Investigation to do their job. They make certain that materials are provided and in good condition. They keep materials supplied to Auditors and Students and make certain that lines and routing is properly done. They are there to give swift happy-making service to Technical.
7. Technical Personnel do not natter, complain or go into apathy if their Pcs and Students are "held up too long in Qualifications". They see to it that HCO and Ethics speeds routing.
8. Technical Personnel do not sit and hope that Public Divs will arrange Public Lectures, HAS or other beginning Courses which will feed people into the Technical Division. The Technical Secretary has materials ready and personnel prepared to give these courses.
9. Technical Personnel realize that they are turning out the PRODUCT of the

Organization-completed students and preclears who will bring about changed conditions on this planet, and that is what the Organization is all about.

10. So Technical Division Personnel do not sit around and wait for the rest of the organization to do the job. They keep busy doing their own actions, keeping their Promotional Points in, and keeping Technical in on themselves and demand that the rest of the Organization help keep them supplied.

Hana Eltringham.

Deputy Commodore Flotilla

Rosalie Vesper - HCO Area See WW

David Dunlop - Dep Qual See WW
Ad Council WW

Anne Tampion - HCO Exec See WW

Allan Ferguson - Org Exec See WW

Tom Morgan - Public Exec See WW

Rodger Wright - LRH Comm WW

Leif Windle - Policy Review Section WW

Jane Kember - 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 15 NOVEMBER 1969
Issue 11

Remimeo
CI Vill Checksheet
Dianetics Checksheet
Qual See Hat
Tech See 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 OUTSTARRATE

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/O Bob Guilford, Member Qual Board of Investigation for

L. RON HUBBARD Founder

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HCO POLICY LETTER OF 23 FEBRUARY 1970

Remirneo
All Orgs
AOs
SHs
E/Os Hat
T/Sec Hat
PES Hat
Dir Success Hat
ARC Br Reg Hat
PRO Hat
PRO Crse checksheet

ETHICS

QUALITY OF SERVICE

ARC Breaks bring about and restimulate a desire to get even.

An ARC broken person attacks.

Criminals, revolutionaries, great generals are simply dramatizing the effects of an ARC Break of long duration.

Madmen seldom attack that which ARC broke them but choose wrong targets.

Any and all attacks suffered by orgs are from ARC broken persons.

Even when such persons were really ARC broken with some other activity, they instantaneously attack us.

Most ARC breaks are caused by by-passed charge. This charge is usually the restimulation of some earlier ARC break not caused by us.

WITHHOLDS ARE ONE PRIMARY CAUSE OF BY-PASSED CHARGE.

When persons are poorly processed or poorly trained they can restimulate a great deal of by-passed charge.

When persons are permitted to take higher grades without really attaining lower grades, by-passed charge is inevitable; hence we see refunds, attacks and upsets in orgs and the field.

The true cause of ARC Breaks of long duration which transfer to us is when we permit technical goofs.

ETHICS exists primarily to see that people honestly make their grades and are trained as they should be and that no-one is permitted to prevent good auditing and good training or to enturbulate the org so that it cannot occur and to make sure the org is there to give service in volume.

Ethics is not concerned with "acceptable social behaviour" only insofar as it impedes the training or processing of others.

THEREFORE: Accepting for higher levels of processing persons who have not made their lower levels shall be classified as a crime.

Processing persons at higher levels who have not made lower levels shall be classified as a crime.

Training persons at higher levels who have not proven themselves as competent Dianetic auditors shall be classified as a crime.

Admitting a famous person or notable writer to higher level processing who has not fully attained lower level processing shall be classified as a HIGH CRIME. This applies in particular to Power and Clearing Courses.

Administering Power to anyone who has not had Dianetic Triples, Scientology Triples and adequate gains or who needs further auditing or Review shall be deemed a crime.

Permitting an ARC broken person to leave an org unhandled shall be deemed for the last auditor to audit him and for the PES and Director of Success a crime.

Failure to strenuously act to clean up an "ARC broken field" shall be deemed a high crime for the Executive Council.

ALL ETHICS OFFICERS are to regulate their conduct of duty so as to safeguard good auditing and training in the organization and to create a calm atmosphere where these can occur in volume.

This Policy Letter has first priority and claim on the duties and attention of the Ethics Officer.

In interpreting the above in technical matters, the Ethics Officer should consult the opinion of competent auditors not connected to any charge in progress.

Nothing in this Policy Letter shall prevent Scientology grades before Dianetic Grades,

Nothing in this Policy Letter shall limit the amount of auditing that a person can be given at any one grade.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 MAY 1970

Remimeo

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 2Y2, minutes.
- C. The End Phenomena of grades and processes were discarded.

The end result has been:

1. Few skilled auditors.
2. Shrunken and struggling Scn 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 "Scn 3-80" or "Scn 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-limatics. 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 **pēs** or skill by auditors shall result in the dismissal of the division head presenting it.
5. 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

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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 IV-Excerpted]

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

DIVISION IV

1. Assume all technical actions in C/Sing, HGC and Dept of Training.
2. When a pc goes to Review Qual is credited with the time taken from the hours the pc bought.
3. Only send a pc to Review when the C/S gives up. Don't let Review give the major actions that belong to the HGC.
4. Get your Supervisors (a) interested in the students' progress and (b) using two way comm (listen style) to speed up the students' progress; (c) get in Learning Drills on slow students.
5. Get blown students back in and using (a), (b) and (c) in 4 above get them going again.
6. Come down hard on any SP giving out with Scn materials being "old" or "not used now" or "background data" and any other mechanism to impede its use. (Modern C/Ses are having to study "The Original Thesis" and other basic books to find out about the subject. The data is not old. It is basic.)
7. Completely throw out the idea that a fast result is a good result in auditing. Deliver auditing in volume as per the "Processes Taught" Column of the Class Chart. Do not skip any gradient going up in C/Sing. Get him on TRs and repair the pc's life before even beginning serious auditing. Do ALL the processes. To full End Phenomena. End completely this brush off that is currently passing for tech.
8. Get studied all current HCO Bs and data on this program. Be sure you get HCO Bs now coming out that fill in these gaps to get Scientology back into its own.
9. Determine that students know their business and pes get full gains and get this being worked at hard through the division.
10. Check this giddy impulse to do things so fast they're not done at all. Validate auditors who do a thorough job, Supervisors who are interested in and work with students to push them through. Preach attaining honest lasting results, real lower grades, real understanding of the mind.
11. Courses should be fast, auditing drawn out. This is the exact reverse to what has been happening. Slow courses and fast auditing destroy the subjects of Dianetics and Scientology. Fast courses and long long hours of auditing are the route to real gains and solvency.
12. Man up Division IV with competent auditors, supervisors, a good C/S, an able Tech Services and plan how to man it up in the future as it expands and carry on

an orderly program of providing technical manpower for the Division, not depending on anyone else to do so.

13. See that students do a lot of mutual auditing. Don't get stumped in finding things to audit on each other. Force them over onto the Class Chart and every process known.
14. Get the division traffic lines flowing smoothly.
15. Handle backlogs by preaching training and getting more staff.
16. Whenever a pc goes Exterior (or any in your folders who have) have him called in for an Interiorization Rundown. Don't end off his auditing and don't audit past exterior without giving the Interiorization Rundown. This can be done at any stage of Dn or grade processing AND DOES NOT COUNT AS PART OF ANY GRADE.
17. Get out of any rut that goes contrary to this program.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 17 JUNE 1970

Remimeo
Applies to all
SHs and
Academies
HGCs
Franchises

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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 I 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 pe'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

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 SEPTEMBER 1970

Remimeo

(This paper issued at the beginning of Dianetics
is of considerable historical interest
,,giving the basis of the Auditor's Code
and policy on psychotics)

INSTRUCTION PROTOCOL
OFFICIAL

L. Ron Hubbard

FOR STAFF ONLY - NOT FOR STUDENT OR GENERAL ISSUE

November 20, 1950

(This is the first instruction protocol issued over my signature. Any earlier material circulated was for the purpose of gaining data in order to prepare this protocol. LRH)

Any school of mental healing in the past has been victimized by that irrationality known as psychosis. Dianetics, no matter if it has the answer to psychosis, is yet victimized by its existence in the society.

Psychotics, people with histories of known breaks, of suicide attempts, of homicidal tendencies, can yet be expected to apply for instruction in dianetics.

An adequate screen has been set up to inhibit the entrance of such persons into training. A Minnesota Multiphasic, at least, must be given to all applicants for certification course training. This very far from guarantees insurance against enrolling a psychotic. Psychometry is not accurate and varies from over-optimism to overpessimism about psychotics. Therefore, all psychometry must be tempered by common sense. Also, it must be modified by what we know dianetics can readily do for people.

A psychotic discovered by screening should either be routed into processing (if the case is mild and non-suicidal) or rejected. At such time as the Foundations possess adequate and lawful housing facilities for the retention of psychotics, those who might have been turned away may be routed to the unit which has such facilities in its charge. Efforts are being made, and others should be made, to procure such sanitarium facilities wherein psychotics may be dianetically processed.

Once enrolled, the applicant, any applicant, should be regarded to some degree as a possible error in screening. A definite program of allowance for possible screening errors must consistently be adhered to.

Experience has demonstrated that psychotics may be enrolled and successfully released and trained. The strain on the school staffs, however, has been great; and the cost of enrolling a psychotic definitely exceeds the amount he has paid for his course. In Los Angeles, in August, about thirty percent of those enrolled, it has been estimated, were incipient psychotics. Turmoil was occasioned by this, training expense was raised well above training income in each case. This does not argue, however, that the enrolling and training of psychotics is without danger.

As an additional safeguard, the following observations should be taken into account. Wherever any trouble has been had with a student in training, one of the following factors has been present.

1. The student was run while tired or when lacking in proper food.
2. The auditing the student received was bad, extremely bad.

3. The student had in his environ, while in training, an individual who definitely and demonstrably sought the mental failure of the student.
4. Too many auditors worked on the student.
5. Dianetics, in the hands of some students, was crossed with an older therapy.

Directors of Training and Team Captains should do all possible to obviate the occurrence in training of any of the above five factors.

All training programs should have as their end the turning out of certifiable students. This means that the student's own case must be running well and that he must have absorbed maximal dianetic information and acquired maximal skill. Obviating the above five factors pays the additional dividend of proofing the school against bogged-down cases, by which is meant those cases, not psychotic, which cease to run well. The above five factors not only threaten the psychotic but are responsible in bogged-down cases. A bogged-down case does not find himself able to absorb information or acquire skill and certainly cannot be said to be running well.

To militate against the above five factors, to prevent any untoward incident should any psychotic slip through screening unobserved and to prevent bogged-down cases, the following program is the official school program.

The student is enrolled on a four weeks course basis. At the end of this course, if certifiable by all criteria, the student is granted a *limited* certificate, printed in black and white, on which the **words LIMITED, EXPIRES SIX MONTHS FROM DATE**, is printed boldly. In order to gain an unlimited certificate, then, the student must, after graduation, release two persons, one of a mental condition and the other of a serious chronic somatic and must furnish to the Foundation incontrovertible evidence from a medical doctor and psychometrist that this has been accomplished. When the Foundation receives such information and such incontrovertible evidence, the Foundation then forwards an unlimited certificate to the student. The student need not again appear at the Foundation. But on being given his limited certificate, he is also given a written paper, stating exactly what he has to do to get his permanent certificate. The research division will furnish the protocol for this-as to what is acceptable evidence; and this protocol is based on what the research division can use as a major proof case.

The student, however, is given an alternative. He knows that it will be expensive for him to get examinations of patients and psychometry on them. He may submit as one of his cases his own intensive run of a Foundation patient or applicant, the Foundation doing the medical examination and the psychometry for him. The charge to the student is on the basis of one week's additional experience and instruction for \$75.00. This is cheaper than a case would cost him. He can actually stay for two weeks and get both his cases from Foundation applicants and patients at a cost of 575,00 for the additional-second-week. The advantage to him is additional tips and instruction as he runs his first independent case or cases, that the Foundation handles all examinations and that his permanent certification is thus speeded up. The Foundation advantage is that it has a better chance to observe prospective employees.

By this means and others, the school then arranges for every applicant, within reason, to have a thirty-six hour run during his first week by a student auditor in his fourth or fifth week. This is no part of the guarantee. It is simply done. Directors of Training can then assign one fairly reliable auditor to one incoming case and so obviate some of the above five factors.

The protocol of training for a student is then as follows:

- 1 . Entered after screening by psychometry and interview.

2. For the first week, a thirty-six hour intensive run and general indoctrination.
3. For the second week. Training in theory.
4. For the third week-training in practice, strongly supervised by team captain, given adequate examples of auditing.
5. For the fourth week~additional training in practice; or, if good enough, given a new enrollee for a thirty-six hour intensive. (Does not count for permanent certification.)
6. For the fifth week, if enrolled-a thirty-six hour intensive on a chronic aberration case or any case.
7. For the sixth week, if enrolled-a thirty-six hour intensive on a chronic somatic case or any case.

The student's own case may be more or less neglected after his first week of intensive running immediately after enrollment. If the case requires further processing before limited certification can be given, the student can make his own arrangements. He is there to be trained, basically, not to be processed. Special arrangements for processing to the end of being certified can be made by the Registrar.

This protocol has been developed after consultation with the Foundation Registrar at Elizabeth, the Director of Training at Elizabeth, and upon observations made during the past five months. If followed closely, it should adequately proof the schools against having psychotic breaks occur in them and against cases bogging down. Further, it should heighten the percentile of students certified.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 OCTOBER 1968

Auditor 43 Class **VIII** All Auditors

THE AUDITOR'S CODE
AD 18

In celebration of the 100% gains attainable by Standard Tech.

I hereby promise as an auditor to follow the Auditor's Code.

1. I promise not to evaluate for the preclear or tell him what he should think about his case in session.
2. I promise not to invalidate the preclear's case or gains in or out of session.
3. I promise to administer only Standard Tech to a preclear in the standard way.
4. I promise to keep all auditing appointments once made.
5. I promise not to process a preclear who has not had sufficient rest and who is physically tired.
6. I promise not to process a preclear who is improperly fed or hungry.
7. I promise not to permit a frequent change of auditors.
8. I promise not to sympathize with a preclear but to be effective.
9. I promise not to let the preclear end session on his own determinism but to finish off those cycles I have begun.
10. I promise never to walk off from a preclear in session.
11. I promise never to get angry with a preclear in session.
12. I promise to run every major case action to a floating needle.
13. I promise never to run any one action beyond its floating needle.
14. I promise to grant beingness to the preclear in session.
15. I promise not to mix the processes of Scientology with other practices except when the preclear is physically ill and only medical means will serve.
16. I promise to maintain Communication with the preclear and not to cut his comm or permit him to overrun in session.
17. I promise not to enter comments, expressions or enturbulence into a session that distract a preclear from his case.
18. I promise to continue to give the preclear the process or auditing command when needed in the session.
19. I promise not to let a preclear run a wrongly understood command.
20. I promise not to explain, justify or make excuses in session for any auditor mistakes whether real or imagined.

21. I promise to estimate the current case state of a preclear only by Standard Case Supervision data and not to diverge because of some imagined difference in the case.
22. I promise never to use the secrets of a preclear divulged in session for punishment or personal gain.
23. I promise to see that any fee received for processing is refunded if the preclear is dissatisfied and demands it within three months after the processing, the only condition being that he may not again be processed or trained.
24. I promise not to advocate Scientology only to cure illness or only to treat the insane, knowing well it was intended for spiritual gain.
25. I promise to cooperate fully with the legal organisations of Dianetics and Scientology as developed by L. Ron Hubbard in safeguarding the ethical use and practice of the subject according to the basics of Standard Tech.
26. I promise to refuse to permit any being to be physically injured, violently damaged operated on or killed in the name of "mental treatment".
27. I promise not to permit sexual liberties or violation of the mentally unsound.
28. I promise to refuse to admit to the ranks of practitioners any being who is insane.

Auditor

Date

Witness

Place

L. RON HUBBARD Founder

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Note: No& 26, 27 and 28 have been added per HCO PL 2 November 1968.

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 APRIL 1970
Issue II
(Formerly issued as FO 2175, 8 Nov 1969)

Rernimeo Tech Services Hat 4th Mate's Hat Tech Sec Qual Sec Hats AOSSHs

TECH SERVICES

THE PURPOSE OF TECH SERVICES IS TO GET AUDITORS, PCS AND MATERIALS TOGETHER AND IN AN AUDITING ROOM ON SCHEDULE SO THAT AUDITING CAN OCCUR AND WITH MINIMAL LOSS OF THE AUDITOR'S TIME.

How to get this done is modified by the situation of quarters.

Normally there is a board showing auditors pcs room assignments.

There is a layout of auditing and report forms, ball points, paperclips, staplers, an in and out shelf area big enough to hold big auditing folders.

The comm baskets of the auditors are usually also there.

There is a notice board for pcs for their letters or notices to them or individual messages.

There is a room plot so those in use can be indicated.

There is a waiting room for the pcs.

There are desks or tables for auditors to complete their reports, when the auditing day has ended.

There is a comm system handy.

There is a set of file cabinets where folders are kept.

There is administrative neatness and facilities to accomplish the purposes.

There is a system for collecting the pes for the auditors.

If Tech Services is done and arranged well Auditor waiting time is zero. The pes ARE COLLECTED UP BY TECH SERVICES never by Auditors.

Tech Services tries to prevent any long wait by pes and gets them in at the last moment, but not so late that the auditor waits.

AN AUDITOR'S TIME IS GOLD. He never has to chase up pcs or materials or a newly charged meter. And he never should find his pc has not had enough food or rest to be audited, thus wasting the auditor's time. This is all up to Tech Services, however it is done.

In a big org Tech and Qual each have a competent Tech Services, the Qual one being the smaller.

In Sen orgs Tech Services also arranges housing, has pcs met, and generally operates as the pe host while in the org.

Also in a Scn org Tech Services does all the student housing, handling, folders, records and admin such as logs and roll books. One tries to keep students and pcs separated.

Tech Services is a busy place. As well as being efficient it is also friendly.

The capability of Tech Services can make or break the reputation of an org.

Undermanning Tech Services can be a very serious mistake. At a SH it is also served by tech-qual pages and HCO Couriers. The routing to Registrar after services from C&A to Registrar by a page can mean up to 50% more income or re-sign ups and if omitted loses the org many customers.

Tech Services is an important post. Exactly how it is done is qualified by how it is done best for that org and area but ALL its functions must be done.

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE
WASHINGTON, D.C.

HCO POLICY LETTER OF 8 SEPTEMBER 1957

TESTING

The department of Testing administers tests to preclears and students every Saturday at 12:45 p.m., sharp and every Monday at 9:00 a.m., and at 5:00 p.m. At these exact times, the door of the testing room is locked, and timed tests are administered immediately.

The Registrar signs up preclears on Saturday and sends them for testing that day at 12:45 p.m. New students are also tested at that time on Saturday.

The Registrar signs up preclears and students before 9:00 a.m. on Mondays. Students are then directed to the Comm Course instructor, who sends them for testing at 5:00 p.m. Preclears registered before 9:00 a.m. are sent to the testing room. After testing the Examiner sends them to the Director of Processing. Preclears not registered by 9:00 a.m. are sent for testing. After testing the Examiner sends them to the Registrar. The Registrar then signs them up and directs them to the Director of Processing.

Any preclears who are late for the Monday morning testing period will be tested at 5:00 p.m., that day.

HGC auditors are available every Saturday afternoon and Monday morning to score the tests. The Examiner supplies scoring materials to the auditors.

L. RON HUBBARD

NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH
NOT GREEN ON WHITE

SECRETARIAL OF THE EXECUTIVE DIRECTOR

Assn Sec
cc: Hats

HASI-LONDON

November 23, 1958

Dir Pro & Reg
Dir of Processing
Dir Admin
Processing Admin

SCIENTOMETRIC TESTING

All testing comes under heading of Processing Administrator who administers tests and keeps files. He is assisted by specifically assigned staff auditors during peak loads.

All tests are to be separated out of CF and one copy of a profile giving earliest and latest OCA and IQ results only are left in files. All actual papers and original graphs are filed in test files where they can be easily viewed by staff auditors processing pcs and by Director of Processing doing clearing estimates on pcs who have been in before. All report sheets on pcs, case analysis sheets, etc, are filed under pc's name in test files. All record sheets showing what auditor processed what pc and when are also kept so individual auditors' results can be read in the files.

One copy of the original profiles on every staff member are kept in the Business Personnel files but the original is kept in test files.

Test files are open to and used by the Executive Director, Association Secretary, Director of Processing, Director of Training, Director of Promotion and Registration, Training Administrator, Processing Administrator and staff auditors and instructors. They are of great use in bettering cases, instructing and registering pcs. They are also of great use to HCO Research, to whom they really belong. Therefore it is paramount that they be complete and accurate. Money can be spent putting these files in order and keeping them in order independent of the time of staff auditors or the Processing Administrator.

The effective date of this project is the date of this order.

L. RON HUBBARD
Executive Director
HASI

LRH:mp.rd

HUBBARD COMMUNICATIONS OFFICE
3 7 Fitzroy Street, London W. I

HCO POLICY LETTER OF 30 APRIL 1959

(CONVERT)

ADDITIONAL STAFF AUDITORS

In order to procure enough auditors for the HGC and to conserve unit pay, the following system may be used:

All auditors on administrative posts excepting only department heads shall be listed in order in such a way as to avoid consecutive listing from one department.

Thereafter, this rotating list shall serve as an "on call" list for staff auditor duty.

All short term pcs, so far as feasible, shall be assigned against list and long term pcs shall be assigned to regular staff auditors.

Example: Smith, HPA CF Clerk
 Jones, BScn Tr Admin
 Brown, HCA Letter Registrar
 Peters, HPA Address files,
 etc, down through all Admin staff.

An extra staff auditor is needed one Monday. Smith is assigned to the pe that week.

The following Monday a staff auditor is needed. Jones (whose name comes next) is assigned.

A month later another extra staff auditor is needed, Brown is assigned, since Smith and Jones have already done theirs.

When the end of the list is reached, it is started at the top again. Then two or three extra auditors are needed, two or three are pulled at once.

The Admin staff person doing extra auditing spends all the time left in his working after auditing, at his own job, trying to keep it caught up.

I have seen so many staff posts stay vacant a week or three without bringing the Org to harm that this plan seems feasible.

Town auditors should be used, when used, mainly on evening and weekend pes.

This plan also has the virtue of keeping auditors on Admin from losing out and getting rusty.

LRH:mp.gh.rd

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
3 7 Fitzroy Street, London W. I

HCO POLICY LETTER OF 9 JUNE 1959

CONVERT TO A
SEC ED

STUDENT FILES

All Student Files are kept at the HASI to which they belong.

A master list of certified Student Files from each individual HASI is to be compiled and sent to HCO WW to hold. Any additions to this list should be submitted monthly.

L. RON HUBBARD

LRH:gh.rd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 NOVEMBER 1960

All Cen Orgs

PC SCHEDULING

The time a pc can be audited is decided finally by HGC only.

Prom Reg has no force to commit HGC to any auditing schedule. Prom Reg should be pleasant about it and "be sure that HGC can arrange it but that it is up to the D of P".

HGC must arrange matters as well as possible to suit the pc and must get the auditing done but may persuade, without creating an ARC break.

Prom Reg is not a scheduling agency, as this is a technical function.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 JANUARY 1961

HCO Secs Ds of P

CASE FILES

It is vital that the HGC retain a case file for every case it ever processes.

This specifically includes staff members.

All auditor's reports, assessments and notes and recommendations concerning a case, including staff cases, must be part of this file.

This file must be available to staff auditors processing the preclear.

Anything an auditor knows about a case, as a general, summary, should be put in the pc's file for future reference, especially at the end of an intensive.

L~ RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MARCH 1961
Issue 11

Cen Orgs
FICO Sees
Assn Secs
D of P
HGC Admin
Staff Auditors

**HGC ADMFN PARTIAL HAT
STAFF AUDITOR ASSIGNMENT**

A regular staff auditor should deliver a minimum of 25 hours per week of auditing.

Pc assignments must be such as to minimize auditor change from intensive to intensive.

Auditor change must be minimized on staff member intensives.

HGC Admin is responsible for the economy of auditor auditing time and minimum change of auditors on pc.

One or two staff auditors, depending on staff size, must be constantly assigned to auditing staff. They may not be shifted to outside pcs "in an emergency".

Staff auditing paid for by staff member units must be delivered during business hours and may not be delivered at night. The only exception is staff auditing for staff auditors (see Staff Intensive HCO Policy Letter).

Persons ordered to auditing, if remaining on staff, not paying for the auditing, should be audited at night by part time staff auditors or for extra pay for a staff auditor.

25 hour intensives should be delivered in one week. It is economically poor for the pc if a 25 hour intensive is stretched over more than one week due to PTP, etc.

The Interview section's Registrar or Consultant may not assign auditing hours to a pc, agree to pc's hours proposals or suggest auditing periods. This is only for HGC Admin to do.

All Auditor-pc-room-time assignments are done by HGC Admin. This is often a neat problem. It must be consistently well solved. All such data for all intensives should be posted on a blackboard.

Pes may not be postponed for lack of auditors.

Spare HGC auditors are employed by HGC and trained by HGC and given Admin, preferably procurement, posts in the Org until needed. The posts of ARC Break Registrar, Asst Letter Registrar, CF Assistant, Asst Assn See Sec, HCO Files, HCO Asst Area See for hat assembly and redoing, Asst Accounts to get files up or statements straight, are all spare jobs at which a spare staff auditor may be employed to the benefit of all. This is the way one takes up HGC ebb and flow of pcs. The person is still a full time staff auditor and aside from training or conference period is left entirely under the other dept heads for the Admin work. This **IS** also an excellent way to give a staff auditor who has been auditing many, many weeks straight, a "breather".

A spare staff auditor may not be employed on key posts in other depts where his or her sudden absence would disrupt lines.

Assignment of spare staff auditors is up to the Assn Sec.

It is easy to reduce units by having many staff auditors delivering few auditing hours per week because of stupid scheduling. It is more economical to have one or two spare staff auditors working in Admin as above.

It is not economical on the pc or the Org to deliver auditing at the rate of 3 or 5 hours a week to a pc. If the Org has several such pes, give them all to one permanent auditor and fit them in as the pes can handle, but also as HGC can handle.

Classes of staff auditors break down as follows:

Regular Staff Auditor-Giving 25 hours per week every week to one pc a week.

Staff Staff Auditors-Giving two 12 1/2 hour intensives per auditor to staff members in working hours. If there are two, divide the staff in half and schedule each half in rotation under one; auditor so there is no auditor change.

Irregular Schedule Staff Auditor-Audits all irregularly scheduled pes.

Part time Staff Auditor-Audits for Org evenings or week ends.

Temporary Staff Auditor-Comes into Org once in a while to give full or part time auditing for HGC.

Spare Staff Auditor-Works in non-key Org posts to help procure or get the work up to date but is trained and conferenced.

A Regular Staff Auditor can be a spare staff auditor. But no other type listed above can be combined by policy stated herein.

Every auditor in the HGC must be given classification as above. For scheduling, the letters representing the above classes should be added to a staff auditor's name in HGC Admin.

In reporting staff auditors in the weekly report, the above classifications must be used.

Staff auditor assignment is important. It is done by HGC Admin. It can be done so badly that 33 Auditors on HGC staff can deliver only f 170 worth of auditing a week! It has just been done in an Org. Classify your auditors and avoid such a mess.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 AUGUST 1962

Central Orgs

BODY ROUTER HAT

This hat is in use in Washington DC, where it has been found useful. It can be used in other Orgs as a model hat.

PURPOSE: TO CREATE AND MAINTAIN GOOD 8-C BETWEEN TECHNICAL AND PrR & R.

MondayDuties: Be in Reception at 8.00A.M.

Preclear: (new)

1. Take preclear from Reg over to HGC Admin for case assessment.
2. Return pc to Reg for re-signup.
3. Take pc to Testing.

Students:

1. Take Student from Reg to Testing.
2. Take Student from testing to D of T's office.

StaffApplicant:

1. Take person from Reception to Testing.
2. Take person from Testing back to Reception.
3. Take person to Area Sec for SEC Check.
4. Take person to Org Sec for interview. *FridayDuties: Be in Reception at 1.00 P.M.*

Preclear:

1. Greet the preclear, have him or her wait in reception for the Ruds Check.
2. Hand him or her over to D of P.
3. Take the preclear over to testing.
4. If ending take preclear to Reception for D of P end Interview.

Student: (Beginning)

1. Take student from Reg to Testing.
2. Take student from Testing to D of T's office.

Student: (Ending)

1. Take student to Testing.
2. Take student to HGC Admin's Office for Interview.
3. Take student to Reception and make appointment for him or her with Reg.

Staff Application:

Same as Mondays.

THIS POST IS HELD BY TWO PERSONS-ONE IN RECEPTION AND ONE IN TESTING. THEIR GENERAL PURPOSE IS TO 8-C ANYBODY FROM RECEPTION TO ANY DEPARTMENT HEAD AND BACK WHILE ON POST. AT PRESENT IT IS DONE BY TWO STAFF AUDITORS PART TIME.

LRH:jw.cden
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Issued by: Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 APRIL 1963

Sthil

HAT OF COURSE ADMINISTRATOR

The Course Administrator for the Saint Hill Special Briefing Course promotes interest in the Course, answers enquiries, books in students, acquires accommodation for them and supervises their arrival.

Students may expect assistance over such matters as permits, renewal of passports or any of the manifold problems attendant on arrival in a strange country.

If students have time and wish to make any explorations of the UK the Course Administrator will answer any enquiries regarding such matters but will not make travelling arrangements of any kind.

The cycle of action for entrance and exit of students on the Saint Hill Special Briefing Course begins and ends with the Course Administrator.

The Course Administrator is also available for help during the Course. Put a note on the Comm lines for an appointment. There is a terminal here-it's up to students to make use of this communication line.

The Course Administrator is the terminal for the outside world, so make use of this communication line.

Thank you.

Issued by:. Mary Long
Course Administrator HCO WW
for
L. RON HUBBARD

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[Note: Text of above is same as 25 April 1962 except for addition of paragraphs 4 and 5.1

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

Remirneo
Registrar HAT
Tech See HAT
Qual See HAT
Org See HAT
Dir Accts HAT
Cashier's HAT

HCO POLICY LETTER OF 9 MAY 1965

*TECHNICAL & QUA LIFICA TIONS
DIVISIONS*

DIVISION 4 - 5

URGENT

AUDITING FEES PREFERENTIAL TREATMENT OF PRECLEARS SCALE OF PREFERENCE

There is a definite and positive Scale of Preference for accepting and scheduling preclears (including students sent to Review) for auditing in the HGC and in the Case Cracking Section of the Department of Review.

Last on the list is any person who seeks auditing as a favour "to demonstrate to others what it can do" or "because of importance as a person". The auditing of someone just because the result would "prove" something or other or because the person has money or power and might donate, by firm policy since 1950, has been relegated to the "circular file" (the waste basket). Giving auditing away to such persons or their friends or children or psychotic brother in the asylum is in fact forbidden. Giving preference in scheduling to such persons is governed, when for pay, entirely by the Scale of Preference. Such bids are a snare and a delusion; it sounds good; it doesn't work out. Mr. Big takes his place in line with Mr. Little, and the Scale of Preference alone applies.

The person who *has* to be audited AT ONCE for desperate reasons is also governed only by the Scale of Preference.

The person who will only be audited by a certain or special auditor is also governed entirely by the Scale of Preference (See A).

SCALE OF PREFERENCE

Assignment of Auditor and Preferential Scheduling is governed as follows:

- A. Best Available Auditors, earliest possible commencement;
Pcs Paying full rate Cash in Advance with the longest consecutive auditing period purchased. Where two pcs have to be chosen between for the best auditor, the one who has purchased the most auditing in consecutive periods is given the best auditor at the earliest moment. (It is obvious that to get a special auditor one should pay full public rate in cash even when entitled to Professional Rate. Otherwise there may be no pc requested auditor assignments. Buying additional auditing or offering a specified donation in addition to the full rate as per A can also influence the assignment of a requested auditor. The auditor does not have to accept.)
- B. Skilled auditor (but not specially requested auditor), early commencement;
Full rate pes whose credit has proven excellent and prompt by past experience.
- C. Good auditor, early commencement;
Pcs paying cash in advance professional rate.
- D. Auditor staff available scheduling;
Full public rate pcs with 50% deposit and unknown or not established credit.
- E. Interne Auditor and any scheduling convenient to org;
Full public rate pcs requiring up to 75% credit, credit unknown.
- F. Any Interne Auditor, and any scheduling convenient to org;
Professional rate requiring credit.
- G. Any student, any scheduling convenient to org;
Total credit at any rate, credit unknown.
- H. Students who need practice, cases not supervised except for student check sheet in Examinations, scheduled randomly or by waiting list, *charity or pcs on full credit of a pcs unknown nature.*

In scheduling there is also the problem of matching Interne Auditors in pairs so they can crack their own cases.

This is normally done by Case Parity. Cases more or less the same in state of case should be matched up.

Auditors who goof seriously in handling specially assigned processes in HGCs or Case Cracking Sections and are removed from active auditing because of it as dangerous, are normally paired with the last one who goofed and they are assigned as aco-audit team and they are permitted to slug it out, getting a better reality on goofs and their cases in shape as well. **This is not disciplinary** assignment. It is prevention of case damage to others, both by giving them a reality and by advancing their cases. Their folders are carefully watched by auditing supervisors for false entries on auditing reports.

The whole theory of the above is not Cash. It will be found that those who will pay were the most able to begin with and have the greatest value to others. Their worth as persons is greater. Thus good, swift auditing brings up even this value.

I have never thanked myself for giving any concessions on fees or scheduling not based on the above. I can say with complete case histories that *giving* free service to those who demanded it or sought it has never resulted in any useful gain for Scientology. On the contrary some of our biggest headaches administratively come from those who continually sought free courses and free auditing.

In the case of award auditing or training it is a different matter. Here it was worked for and deserved before the fact. The Registrar is never faced with such persons as awards are given staff and staff has staff staff auditors.

The "the world owes me a living" preclear (or student) is a candidate for the Better Dead Club. There were two branches of this Club, by the way-Better Dead for their own sakes and Better Dead for the sake of others. *Demands* by individuals for free service on any pretext should be given a light, airy laugh. It doesn't do anybody any good, often not even the person who received it.

Real charity cases who never pay are actually hard to find. In Charity Auditing one must always give them a chance to pay.

A Registrar's matter of fact attitude about paying for auditing or training is a valuable asset. Giving the person a problem about how and what they'll pay is poor Registraring. Don't make them choose about paying in full or not paying in full. Just tell them "Go to the Accounts Cashier". An evil laugh when they advance the idea of some tiny down payment on auditing and a remark, "Yell, that would put you on the waiting list and give you a new student," might be very effective.

Printing up the above preference scale for presentation to falterers on payment might be effective..

Accounts must always give Scheduling Personnel a copy of the invoice.

Accounts must mark the Invoice clearly as per the above preference scale.

Scheduling may *only* be done by scheduling personnel and must be done in accordance with the above Scale of Preference, and the prospective preclear already in the office (not on promotion lines) should be informed that the above scale exists.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE -
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 NOVEMBER 1965

Gen Non-Rernimeo Tech See Qual See

PC SCHEDULING

When a low priority pe has reached the point of being scheduled and has started his auditing, the HGC Admin cannot and must not then take that pe's auditor away and put the pc back on the waiting list because a higher priority pc comes in.

The low priority pcs are only subject to losing their place in line pHor to their actually being started.

To take a pc off auditing once they've started and give their auditor to someone else (sometimes, several times during that pc's power processing) is a breach of the Auditor's Code and as such, creates upsets and ARC Breaks, besides making a mess of scheduling.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JUNE 1966

Remirneo Tech See 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.

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HCO POLICY LETTER OF 11 MAY 1969

Remimeo

STANDARD ADMIN FOR TRAINING AND TECH SERVICES

Just as the Supervisor is there to communicate the course materials to the student and to see that they are fully understood, the Administrator's function of service to students is equally important.

The Administrator must see the data on the course being held is available and in sufficient quantity and quality.

MASTER CHECKSHEETS

Master Checksheets with the relevant alterations and corrections where necessary, and additions to the checksheet prior to reissue, should be kept up to date and fully available for the new student to the course.

In this way the

1. List of Data being studied is made known
2. Any typographical errors corrected and available
3. Any, data issued since the last checksheet printed is made
4. Any data issued since the last checksheet printed OK'd before added to the checksheet.

Once a student has been issued a checksheet, that checksheet is not added to. The checksheets in stock and the master checksheet are added to and kept up to date.

Where stocks are down or much new data is issued the Administrator originates a request for the course checksheets to be updated and so the checksheet remains in PT.

LOGGING

The material of the courses especially Scientology Technical material and even more so the Advanced Courses (CL VI and above) must be kept in a safe place.

Each pack or book must be logged out. A record of this is kept. It is always kept.

The actual method of recording can vary but a system of who has got what **MUST** be made.

In the Sea Org a \$10 deposit slip is signed. No money is handed over and if the pack is mislaid or lost \$10 is to be paid.

An example of a card in use,

PACK	COURSE	
STUDENT'S NAME	OUT	IN
	TIME	DATE
		TIME DATE

They can be printed or mimeoed or written up by hand.

The Pack No. and Course and Level can be entered.

So the following takes place:-

1. Student wants a pack
2. It is signed for on the correct card
3. Time OUT entered
4. Time IN entered
5. Dates entered.

,k track must be kept of the materials including Books and tapes.

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125

Written by W/O James Byrne
for
L. RON HUBBARD
Founder

HU13BARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 MAY 1969

Rernimeo
Dian Checksheet
Div 1

DIANETIC CERTIFICATES

A sign must be posted near the Registrar area and on the Student Bulletin Board in any org or groups teaching Dianetics.

ENROLLMENT ON A DIANETICS COURSE DOES NOT GUARANTEE A CERTIFICATE,
ONLY EXCELLENT MARKS AND WELL DONE SESSIONS QUALIFY THE STUDENT.

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L. RON HUBBARD
Founder

NOT HCO POLICY LETTER
CORRECT COLOUR FLASH
RED ON WHITE

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Rernimeo
Dian Course
Super Checksheet
Dissern Sees
Tech Secs
Qual Secs

HCO BULLETIN OF 11 JUNE 1969

MATERIALS, SCARCITY OF

A hidden outness and training slower downer is materials, scarcity of.

A whole course can be wrecked by lack of study materials.

Speed of Training was a major 1969 breakthrough. It takes only 2 weeks to a month to make a competent Dianetic auditor using Standard Dianetics. This can be greatly retarded by study material scarcity.

The best way to handle this is to have plenty of study packs, books and clay.

Another way to handle it is to break the checksheet down into parts A, B, C and D and issue different sections of it to a broad new course. It does not greatly matter which one the student does first.

Material scarcity tends to equalize itself when a course enrolls every day. You gradually get a spread out of materials.

In past years study materials have been a continuing problem. All possible is being done to make this easier. But as Dianetics expands it will probably never cease to be a problem. It is a point which requires thought and attention on the part of every group, org, Course Supervisors and Administrators.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 23 JULY AD 19

Remirneo
Dianetic
Checksheet
Class VIII
Checksheet
Case Supervisors
Dir Tech Services
Ds of P
Ds of T

AUDITOR ASSIGNMENT
POLICIES

One used to hear auditors complain, "Scientists are harder to audit than new pcs". We know the answer to this now. It is Auditor *Speed*. When an auditor complains of this, he is revealing that he is a slow auditor.

Dianetics and Scientology (demonstrated by carefully Controlled tests) greatly speed up reaction time. They also increase IQ rapidly and were the reason colleges came off their "IQs never change".

As a person is audited he becomes quicker mentally. Also he becomes less comm4aggy. Also he is more familiar with technology and his own case and is less afraid of himself and his "bank".

In assigning auditors to pcs if you do not pay attention to comparable grade levels between auditors and ocs you will have failed sessions.

Therefore it is policy not to assign an auditor whose grade and class is less than that of the pc.

Further, a good auditor deserves a good auditor. To assign a new student to audit a skilled and practised veteran auditor of excellent auditing record is suppressive. The new student or now graduate would probably be intimidated just at the thought of auditing someone who is far more expert-this would magnify his flubs and comm-lags.

Therefore it is policy to assign only good proven auditors to good auditors.

It is a suppressive act to assign a new or poor auditor to an auditor who has proven he can attain uniformly good results.

Slow auditors will be found successful auditing slow auditors.

This does not excuse not drilling slow auditors up to becoming fast precision auditors.

Good auditors are valuable. They should be safeguarded, given favours and even pampered.

Slow auditors should be drilled and given slow (new) pcs only until their own case gain brings them, with their drills, higher case gain and thus higher speed.

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Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JULY 1969

Rernimeo
Dian Supvr Course
All Supervisors' Courses
All Course S
and Course n Hats

**COURSE ADMINISTRATION
ROLL BOOK**

Every Dianetics and Scientology Course has a course ROLL BOOK.

The purpose of the ROLL BOOK is to provide a permanent record of all who enrolled on the course and whether or not they graduated.

The Roll Book must be a thick hard cover foolscap size and well bound book.

On the inside first page is printed clearly-

Course name Date book started Name of Org, Center or Group Date book completed.

Inside, the double pages are divided into vertical columns of appropriate widths as follows:

Student's full name Permanent address Local Address and Phone number Date started on course Invoice number Date course completed and two columns to note retraining -dates started and completed.

In this book every student is logged, by the Course Administrator, when he joins the course, and every student is logged off the course upon completion.

This book is used for roll call but only in so much as to compile from it the muster sheet, which is not a part of this book.

When the Roll Book is full, or at the end of the Course in the case of a non-continuing course, it is sent immediately in an Org to Dir of Inspections and Reports to be filed in VALUABLE DOCUMENTS files in Dept 3. Thereafter it remains in the charge of VAL DOCS IN CHARGE. In a Center or Group the completed Roll Book is securely kept by the Leader of the Center or Group. If the group is disbanded or ceases to operate, their Roll Books are forwarded to the nearest org.

Dir of I & R in an Org should from time to time inspect the Roll Books in use on courses and ensure that they are being kept in accordance with this Policy Letter, and that all completed ones have been turned in.

The Course Roll Book is the *ONLY* record of course attendance an Org, Center or Group has. The full application of this Policy Letter will ensure that the record is permanent.

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Ens. Tony Dunleavy
Planning & Training Aide
for
L. RON HUBBARD
Founder

FOUNDING CHURCH OF SCIENTOLOGY

FOUNDING CHURCH POLICY LETTER OF 13 MAY 1957

cc: Registrar
Dir/Training
Dir/Processing
Org Secty
Treasurer
Accountant
File

FINANCIAL ENROLLMENT PROCEDURE

The Registrar enrolls the student or preclear, fills out proper forms such as enrollment, release and note.

The Registrar accepts the money from the student or preclear and takes it at once to the Accountant.

The Accountant invoices the payment.

The Accountant writes any additional note payment on the invoice but not in the column of figures.

This entry says "Payments due so and so to such and such an amount such and such dates."

The Accountant gives the Registrar the White and a yellow copy.

The Registrar takes the white and yellow copy back to her office. She gives both to the student or preclear.

The Registrar enters the person in a running record of enrollment with name, home address, local address and classification (student or pc).

The student or preclear keeps the white as his own receipt.

The student or preclear gives the Dir *of* Training or Dir *of* Processing the yellow when he reports.

From these yellows only when received from the student or preclear, the Dir of Training and Dir of Processing makes up his financial report.

No further information will be furnished Dir of Training or Dir of Processing by accountant.

The Registrar makes up no report sheet.

The Founding Church invoices no books or materials. Therefore, only student and preclear fees and note payments, donations, ordinations and loans are invoiced by the Founding Church.

The Accountant invoices all note payments. The Registrar does not but can receive these and take them at once to Accountant.

L. RON HUBBARD

LRH:md.rd
May 13, 1957

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

ADMINISTRATIVE DIRECTIVE OF 6 MAY 1958

MODIFIED PROCEDURE FOR SIGNING UP

PROSPECTIVE STUDENTS & PCS

1. Student/pc applicant interviewed by Registrar first.
2. Student/pc applicant interviewed by Dir Training/Processing.
3. Director T/P indicate on acceptance form exact number of hours processing/ training course for which they accept applicant. If unacceptable (as per HASI Pol Ltr 8 February 1958) this must be specified.
4. Applicant returns to Registrar who *then* signs him up for indicated number of hours processing/indicated course; takes cash, etc. If applicant hasn't "time" he can sign up anyway even if he doesn't pay.
5. Applicant reports to auditor/classroom as per published schedules.

Our criteria is not the amount of money or "time" the applicant has: our criteria is: "Will this person become Clear in weeks?" or "Wgl this person become a good auditor?" The amount of cash the applicant has on hand is secondary in importance to these vital criteria. If he is cleared or/and becomes a good auditor the financial problem will be solved by him without great difficulty in due course.

Assoc Sec per LRH instructions

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH BLUE ON GOLD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HCO BULLETIN OF 9 MAY 1958

WHO SHOULD TAKE WHICH CLASS

The Dir Training should never instruct the advanced Academy class, because of the amount of administrative work he has to do. Director Training preferably teaches Comm Course. The Academy Senior Instructor should handle the advanced class and so no admin work. His job is making sure the student is an auditor at course end. The Academy Administrator should be the Upper Indoc Instructor.

L. RON HUBBARD

LRH: rs.rd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East drinstead, Sussex

HCO POLICY LETTER OF 26 AUGUST AD9
[Excerpt]

CenOCon

PROMOTIONAL FUNCTIONS OF THE ACADEMY

The first function of the Academy is to have a good Academy run with tough 8C. For years it has been observed that a fine tautly scheduled Academy that puts students over the jumps and makes them into uncompromising zealots for the right way of doing things always attracts new students. A bad Academy is always badly attended. The grapevine here is so apparent that one only need look at Academy attendance to know Academy quality. This is the first line of Academy promotion. The second line of promotion in the Academy is using old students to get new students by letters and programs. Amongst these programs is the Extension Course.

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L. RON HUBBARD

[Excerpted from HCO P/L 26 August AD9, Promotional Functions of Various Depts. A complete copy is in Volume 7, page 135.]

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH
GREEN ON GOLD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 16 OCTOBER 1959

CenOCon

HANDLING STUDENTS' AND AUDITORS' REPORTS
(Cancels all previous directives on this subject)

Directors of Training are not to abbreviate their students' reports in any way. They are to send the full reports by surface mail to Ron at Saint Hill, and these will be returned.

Anything startling or dangerous that shows training improvement or decay should be briefed by the HCO Area Secretary in the Training Digest, so that it can be handled speedily.

All HCO Communicators are required to make sure that the students' reports are sent by surface mail and not by airmail. They are further requested to see that the students write legibly. If they do not, issue them infraction theses. Also see that they use flimsy paper to save bulk.

All Directors of Processing are to see that their auditors use airmail weight paper for their reports. Because of the weight, money is being wasted on airmail goods.

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HCO Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 OCTOBER 1959

CenOCon

ACADEMY TRAINING

No student should ever be refused training. Processing can be recommended, but not insisted upon as a pre-requisite to training.

If a student is in bad shape, he'll never get passed off the HPA Comm Course and, of course, extra weeks cost more (£7.1 0.0 per week in Sterling areas).

Students can always be recommended by the Director of Training to come off course and get processing in the HGC. But, never put a STOP on the line before a student has tried, that is, begun the course.

A potential student is reaching.

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L. RON HUBBARD
Executive Director

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 JULY 1960

CenOCon

TRAINING APPLICANTS

It sometimes happens that an application for training is received from a person who is known to have a criminal record, or who would not be able to pass a security test, or who for some other reason would not be eligible to receive a certificate.

In such cases, the person may be accepted for training, but he must be warned beforehand that no certificate will be issued if a security check cannot be passed. This, of course, is true of all Academy applicants.

Peter Hemery
HCO Secretary WW

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for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 AUGUST 1960

Fran Hldrs Ds of T Registrars Assn Secs HCO Secs

TRAINING RESTRICTIONS

For the first time in our history, I am placing restrictions on the acceptance of students for training in Dianetics and Scientology.

It is important that these restrictions be placed in effect and kept in effect.

We are becoming too successful to take stupid risks as an organization.

Several recent instances in various parts of the world showed that we were accepting security risks for training. In most cases our people stood around all sweetness and light and wouldn't believe as usual but in these cases they suddenly alerted to the fantastic liability of standing by a security risk.

Therefore, no student may be accepted for training by the Director of Training until he has been given a solid security check by the D of T personally. If the student fails to pass the test he is to be sent to the HGC for processing using the money deposited for training. When entirely cleared he may then be accepted for training and, only then. Thus he is not *refused* training. But he may not be trained before he is cleared if he is a security risk.

State of case shall be used for rejection only when it is such that he or she is impossible to security check by reason of a stalled or wild needle that will not register.

These three reasons only may be used for rejection in addition to the above.

1. Has a criminal record;
2. Is studying Scientology to procure data or evidence for another organization; and
3. Is a member of a subversive organization that might use Scientology to overthrow a government by force.

See that we get careful about this now.

Validation seals may not be placed on existing certificates without security checking for above.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 31 JANUARY 1961

Ds of T
HCO Secs

ACADEMY METERS

The Academy rates no meters for student issue.

As they can't possibly audit well after course without a meter they should be encouraged to buy their own before course.

SALES POLICY

HASI sells all meters sold on HP terms (time payment). HCO makes all full cash sales with discounts as allowable.

LRH:js.cden

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 NOVEMBER 1961

Issue 11

(Reissued 3 March 1967)

Gen Non-
Rernirneo
Tech Hats
Qual Hats
Keeper of the
Seals and
Signature

TRAINING QUALITY

It becomes fantastically, screamingly apparent that we *must not ever* turn out or let go a bad auditor, 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.**

LRH:jp.eden

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Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO Area Secs HCO POLICY LETTER OF 8 DECEMBER 1961

Org Sees

Ds of T

CenOCon

DIRECTOR OF TRAINING - WEEKLY REPORT FORM

Effective immediately-Directors of Training are required to make a weekly report on a form to be mimeoed in blue or black ink on flimsy quarto white paper, as follows: (Use this form routinely)

ACADEMY OF SCIENTOLOGY

LONDON (or name of your Orga)

DIRECTOR OF TRAINING WEEKLY REPORT

WEEK ENDING-

NUMBER OF UNIT 1 STUDENTS ON COURSE DURING WEEK

NUMBER OF UNIT 2 STUDENTS ON COURSE DURING WEEK

NUMBER OF EVENING HPA/I-ICS STUDENTS ON COURSE DURING WEEK

NUMBER OF WEEKEND STUDENTS ON COURSE DURING WEEK

NUMBER OF I-ICSIB.Scri STUDENTS ON COURSE DURING WEEK

TOTAL NUMBER OF STUDENTS ON ALL COURSES DURING WEEK

NUMBER OF STUDENTS GRADUATED DURING WEEK: HPAiHCA-HCSJB.Sen

NAMES OF NEW STUDENTS:

DIRECTOR OF TRAININGS REPORT.- (On progress of classes)

COMMENT OR REPORT ON INSTRUCTORS AND ON ANY NEW REQUIRED MATERIAL BEING TAUGHT

DATE:

SIGNED:

DoTT

This form to be sent on Wednesday of each week together with Instructors' and Students' reports for the same period, to HCO Technical Secretary WW at Saint Hill. The D of T's report must be stapled in the package, with Instructors' reports and finally Students' reports in that order.

Students' *auditing* reports are to be kept by the Organisation and are not to be sent to Saint Hill.

. Students' reports will be kept at Saint Hill for at least 6 months and then returned to the Organisation concerned for filing in each student's folder.

The Director of Training is responsible for seeing that all these reports are done, collected together and forwarded correctly each week to HCO WW at Saint Hill.

LRH:EW:esc.rd

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Issued by: HCO Technical Secretary WW
for

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 DECEMBER 1961

CenOCon

EXTENSION COURSE COMPLETION

Students who finish the Extension Course should be sent a letter or document, signed by the Director of Training, stating that they have graduated from the course.

This will give the students a more definite end of cycle and sense of accomplishment.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 MAY 1962

Central Orgs
Academies

HPA/HCA TRAINING

HPA/HCA students, or auditors doing HPA/HCA retread, are expected to graduate after a period of 16 weeks or 48 weekends (proportionately for night HPA/HCA courses).

The Director of Training will frequently re-direct the student's attention to the course requirements, and instruct him if necessary:

- (a) To have auditing at the HGC.
- (b) To brush up and/or study data or background in Scientology, attend PE course, Anatomy of Human Mind course and the Co-audit, and read books or listen to tapes before resuming course.
- (c) To handle his problems if any need handling, before returning to the course.

If the student cannot complete the course by graduating after the 16 weeks or 48 weekends, he will be allowed to complete it at the cost of f 10. 10.0 for each additional week, or three weekends (proportionately for night HPA/HCA, proportionate cost in other currencies).

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 OCTOBER 1962

HCO Secs 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.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1963

CenOCon

DIRECTOR OF TRAINING WEEKLY STUDENT INTERVIEWS

The old policy of the Director of Training having a brief end-of-week interview with each student on Course in the Academy is herewith re-introduced.

Progress in training that week should be the keynote of these interviews (not case).

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 AUGUST 1963

HCO Sees
Assoc/Org Sea
Tech Dirs
D/T Hat

"PLANTS" IN ACADEMIES - INTRODUCTION OF "FORM" 5B

In times of expansion it is to be expected that occasionally a government "plant" or active commie will endeavour to gain access into the Org. The Academy is the easiest point of entry for a stay of a little time for such undesirables. For example, a wave of suppositional reports of this occurred after the recent FDA attack in Washington DC. If they were true then it was an affront to Scientology, quite apart from anything else.

However, such an attempt can be regarded, comparatively, as a rarity. Nevertheless, Directors of Training should have some easy foolproof method to pick off such and satisfy themselves that no students are in their Academies for anything other than what the students stated they were there for, i.e. to receive training and graduate.

The D/T normally interviews all new students before they enter on course in his Academy, and this stage would be a convenient point in which to have a fast check.

Accordingly, during the brief duration of this interview, the D/T should place the student on the E-Meter which is set, at high sensitivity, and ask with ARC this question: "Are you here for any other purpose than what you say/state?" This question may need clearing with student but it should take only a very brief time to clear and clean. Variations of this question may be used, but this type question designed as a fast check question on new students will be referred to henceforth as a Form 5B.

The D/T is merely to be satisfied that the new student being interviewed by him is not a "plant". Then, having cleared the question, and the D/T is satisfied the student is bona fide, the D/T can then brief the student crisply for starting course, etc, and bring the interview quickly to a close.

Remember, the question is designed to pick up "plants" and such an attempt will be very rare but nevertheless may occur from time to time. In the event of the D/T having some doubt on the person being interviewed by him, he should refer the person to the Technical Director immediately for a further check.

The totality of the duration of the D/T inter-view need not be more than 10 minutes in its entirety. Judgement is required by the D/T in administering this "filter point" in that it is not intended to act as a complete embargo on all and every student whether bona fide or otherwise. The chances of the latter being attempted are slim but this Form 5B should now handle such an attempt smoothly.

Issued by: Peter Hemery
HCO Sec WW
for
L. RON HUBBARD
Authorized by: L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 SEPTEMBER 1963

CenOCon

RIGHT TO REFUSE HPA/HCA STUDENT APPLICATION

The Director of Training has the right to refuse a Student's application for HPA/HCA training in the Academy, if the Student:

1. Cannot pass the 5B check (see HCO Pol Ltr of August 8, 1963).
2. Cannot pass the 5A Security Check.
3. Has a chronic body condition for which he is under medical care and/or taking drugs (see HCO Pol Ltr of May 4, 1960).
4. Will not agree to abide by all Course rules.

If criminal past, or blackmailable activities come to light on the 5A check, the person may sometimes "pass", but dubious cases may be referred to the Assoc Sec and HCO Sec, who may decide each case on its own merits.

If a prospective student obviously needs auditing or would be better off for some auditing first, he should be advised to obtain auditing before going on course.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 DECEMBER 1964

General
Non-Remimeo

RE: OIC DATA

(In line with the Scientology boom as planned
in HCO Pol Ltr of December 3, 1964)

Even though the PE Course as such may cease in many Orgs, the vital post of Dir PE is maintained. In line with the purpose of the PE Dept ("Producing new Scientologists") the Dir PE is still responsible for HAS procurement-and for getting new bodies into the Org. This also means that the number of students on the HAS Course will still be shown under PE Column on OIC cables-and not under the Academy.

Total number of students on all the higher level Courses, HQS, HCA, HPA and HCS, will, of course, still be given in the Academy Column.

In this way the Dir PE is responsible for getting the students on to the HAS Course, while the Dir of Training is responsible for running such an excellent HAS Course that the students would want to go on to the HQS-and then HCA and then ... etc, etc.

Since HAS will be a paid-for Course, it is okay to include all interviews and sign-ups for HAS Course under the Reg-Interviews and Reg-signups Columns.

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HCO POLICY LETTER OF 12 SEPTEMBER 1965

Gen Non-Rernimeo Dir Inspec & Rpts DoFT Tech Sec Org Exec Sec HCO Area Sec HCO Exec Sec

**E-METERS AND BOOKS FOR
ACADEMY STUDENTS**

There is a policy for Academies that each student own his own E-Meter. This is true for any level Academy Course.

It's up to the D of T to make sure his students own their own meters and are using E-Meters as per policy.

TEXTBOOKS

An Org Tech Div or any other part of the organization may not provide a library as a substitute for students buying their own textbooks. In any non-state supported grade school and in any college or university students are expected to buy their own textbooks for their courses. They are told what to buy before starting the course and do so. Don't violate this custom.

Also, students will do better if they own their own textbooks as, naturally, they will need them for reference.

Any Scientology book on a check sheet must be bought by the student for that course. This is true of Foundation courses also.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 SEPTEMBER 1967

Remimeo Tech Div Qual Div

THE SUPERVISOR'S CODE
(extracted from the ACC Manual published 1957)
Revised 15 September 1967

The Supervisor's Code has been developed over many years' experience in training. It has been found that any time a Supervisor broke one of the rules, to any degree, the course and training activities failed to function properly.

Teaching Scientology is a very precise job, and a Supervisor must maintain the precision at all times to render the services he should to the students entrusted to his care.

A Supervisor cannot hope to gain the respect or willingness of the student to be taught by him sitting there, spouting words and being an "authority" on the subject. He must know his subject and follow the Supervisor's Code to the letter. It isn't a hard code to follow, and it is a very practical one. If you feel you cannot honestly follow all of it, you should receive more training, and, maybe, more processing until you can make the code your own before attempting to train students in Scientology.

We have had the rules of the game of Scientology a long time, and now we have the rules of the game called training. Have fun!

1. The Supervisor must never neglect an opportunity to direct a student to the actual source of Scientology data.
2. The Supervisor should invalidate a student's mistake ruthlessly and use good ARC while doing it.
3. The Supervisor should remain in good ARC with his students at all times while they are performing training activities.
4. The Supervisor at all times must have a high tolerance of stupidity in his students, and must be willing to repeat any datum not understood as many times as necessary for the student to understand and acquire reality on the datum.
5. The Supervisor does not have a "case" in his relationship with his students, nor discuss or talk about his personal problems to the students.
6. The Supervisor will, at all times, be a source point of good control and direction to his students.
7. The Supervisor will be able to correlate any part of Scientology to any other part and to livingness over the 8 dynamics.
8. The Supervisor should be able to answer any questions concerning Scientology by directing the student to the actual source of the data. If a Supervisor cannot answer a particular question, he should always say so, and the Supervisor should always find the answer to the question from the source, and tell the student where the answer is to be found.
9. The Supervisor should never lie to, deceive, or misdirect a student concerning Scientology. He shall be honest, at all times about it with a student.
10. The Supervisor must be an accomplished auditor.

11. The Supervisor should always set a good example to his students: such as giving good demonstrations, being on time, and dressing neatly.
12. The Supervisor should at all times be perfectly willing and able to do anything he tells his students to do.
13. The Supervisor must not become emotionally involved with students of either sex while they are under his or her training.
14. When a Supervisor makes any mistake, he is to inform the student that he has made one, and rectify it immediately. This datum embraces all phases in training demonstrations, lectures,, and processing, etc. He is never to hide the fact that he made the mistake.
15. The Supervisor should never neglect to give praise to his students when due.
16. The Supervisor to some degree should be pan-determined about the Supervisorstudent relationship.
17. When a Supervisor lets a student control, give orders to, or handle the Supervisor in any way, for the purpose of demonstration or other training purposes, the Supervisor should always put the student back under his control.
18. The Supervisor will at all times observe the Auditor's Code during sessions, and the Code of a Scientologist at all times.
19. The Supervisor will never give a student opinions about Scientology without labelling them thoroughly as such; otherwise, he is to direct only to tested and proven data concerning Scientology.
20. The Supervisor shall never use a student for his own personal gain.
21. The Supervisor will be a stable terminal, point the way to stable data, be certain, but not dogmatic or dictatorial, toward his students.
22. The Supervisor will keep himself at all times informed of the most recent Scientology data and procedures, and communicate this information to his students.

I agree to follow and obey the foregoing code.

Signed:

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 DECEMBER AD 12

Rernimeo
Tech Sec Hat
D of T Hat
Supervisor Hat

(Reissued as amended
7 September 1967)

SUPERVISOR'S STABLE DATA

In addition to the Supervisor's Code (old Instructor's Code), there is a primary stable datum about all supervision:

Get the student to accomplish auditing the preclear and then get the student to accomplish it with better form, speed and accuracy.

A Supervisor must never lose sight of the **PURPOSE** of auditing. Auditing is for the preclear, is intended to improve the preclear's case. Auditing is not just a matter of good form.

The reason some students do not accomplish auditing is that they become so oriented on form alone that they forget the purpose of the form.

Good auditing form and correct sessioning obtains many times the result of bad form and incorrect sessioning. But total form and no effort to do something for the pc results in no auditing.

The result comes before the form in importance. Because students may use this idea to excuse lack of form, Q and A-ing, and to squirrel with their processes, the stable datum becomes unpopular with supervisors.

A student should first be held responsible for the state of the pc during and after sessions and made to know that as an auditor he is there to get a fast, good result. The student should then be taught that he can get a better, faster result with better form. After that the student should be taught that Scientology results are only obtained by correct and exact duplication of Scientology processes, not by off beat variations.

The student wants to know how to do this or that. Refer him to his materials on how to do the most fundamental actions, but **MAKE HIM OR HER DO IT**. And keep up a running refrain that you want results, results, results, on his pc.

The student will be all thumbs and faint. The Supervisor may be horrified by the goofs. But don't bother with the goofs. Just demand results on the pc, results on the pc, results on the pc.

This action by the Supervisor will teach the student (a) that he or she is supposed to get results in auditing and (b) that results can be obtained and (c) that he or she sure needs better skill.

So the first address in training is to teach those above three things (a), (b) and (c).

You can't teach a student who doesn't realize that results in the pc depend on the auditor and auditing and that results are *expected* from auditing; who believes results can't be obtained from auditing or wants to prove auditing doesn't work; and who doesn't yet know that he or she doesn't know. *These* are the barriers to training and a good auditor.

The gradient approach to the mind is vital. Clearing will not occur without it. But the gradient approach to auditing can be overdone to a point where the student completely loses sight of why he is auditing.

1. First and foremost the auditor accomplishes something for the pc and without that there is neither sense nor purpose to auditing;
2. Excellent form accomplishes more for the pc faster; and
3. Exact duplication of processes alone returns standard high level results on all pcs.

The student thrown in over his head learns:

- A. Results in the pc depend on the auditor and auditing and that results are expected from auditing;
- B. That results can be obtained in auditing and the better the form and duplication, the better the results and
- C. That the student has more to learn about auditing and that the student doesn't yet know.

Therefore the Supervisor must teach the student:

- (a) That he or she is supposed to get results in auditing;
- (b) That Scientology can obtain results; and
- (c) That better form and duplication obtain better faster results.

I dare say many students learn things just because they are told to and find no relationship between form, duplication and the preclear. Let them fall on their heads and yet obtain results and this attitude will change-and you'll save us a lot of off beat nonsense and case failures in orgs and the field.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS
WASHINGTON

HCO BULLETIN OF 5 MARCH

HCO London
Steves
LRH, Jr
Sue
Barrett
Marcia
MarilYn
Julia
Leigh
Ken S.

STUDENT REPORTS

The routing of Student Reports is as follows:

1. Student to Instructor
2. Instructor to Director of Training
3. Director of Training to Ron
4. Ron to Central Files.

This will be followed in Washington and London alike-so that the Student's Report will ultimately find its way to his own folder in Central Files. (HCO Washington will send London Student Reports back to London for their Central Files.)

This will give everyone concerned a chance to see how the student is progressing; such information can also be useful in auditing the student. Ron likes to see these reports so that he can tell how the classes are going. After he has seen them, they will be sent to Central Files.

Mildred Deen
HCO Secretary, Washington

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH
NOT GREEN ON WHITE

HUBBARD COMMUNICATIONS OFFICE
WASHINGTON

HCO TRAINING BULLETIN OF 17 MAY 1957

cc: Dir of Training
Dir of Processing
Comm Course Instructor
Night HCA Instructor
Org Secretary
HCO Board of Review
Registrar
PE Found Instructor
Bulletin Board
HCO London-for
distribution there

DEFINITIONS

A CONSULTANT is an instructor who is on duty sporadically or from time to time but not routinely in any one place.

AN INSTRUCTOR is one who has regular classes and who is assigned to places at specific times.

A COACH is a student who is standing in the role of "pc?".

LRH:md.rd

L. RON HUBBARD

5-17-57

145

HUBBARD COMMUNICATIONS OFFICE
WASHINGTON

HCO BULLETIN OF 24 MAY 1957

STABLE DATA FOR INSTRUCTORS

1. Keep students busy at all times. Do not let them have unassigned work while at the Academy.
2. The Director of Training is not the Director of Processing. If after the student intensive and a week's Comm Course a student's case is not in condition so the student can be trained, the Director of Training or the Instructor should send the student to the Registrar and should not attempt a patch-up by another student. When the Director of Training constitutes himself the Director of Processing he not only denies the organization income but most usually continues the agony of the student and does not get training done.
3. Answer the student's questions.
4. The stability of the Director of Training and his Instructors depends upon the apparency of their agreement with me on what should be trained and how it should be trained. When they innovate in disagreement with organized schedules they lower the appearance of stability and deprive themselves usually of the cooperation of students.
5. It is not the place of the Director of Training or an Instructor to defend the organization, LRH, or the past track of Dianetics and Scientology. Any new subject combating vested interests develops some randomness. Rather than defend against critical attacks by students it is much more productive to look over the student's case with an eye to sending him to the Registrar.
6. The Director of Training and his Instructors are there to give service. Service is always harder to give on an individualized basis and easier to give on a wide group basis. However, we are training individuals and even though it is difficult, service must be given.
7. On the head of the Director of Training and his Instructors rests any future failure the student may have in processing preclears. Quality of training is to the level of Staff Auditor HGC.

*IF A STUDENT CANNOT BE TRUSTED UPON GRADUATION
WITH AN HGC PRECLEAR, HE SHOULD NOT BE GRADUATED
OR CERTIFIED.*

L. RON HUBBARD

LRH:md.rd 5-24-57

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE
HUBBARD COMMUNICATIONS OFFICE
~ WASHINGTON, D.C.

HCO TRAINING BULLETIN OF 15 JULY 1957

Our first lesson in training from the 18th ACC is that the only error a Scientology instructor can make is in the direction of softness.

The one unit in the 3 ACC units now going through that

1. Had a student leave,
2. Didn't gain or learn were handled by poor 8c on instructor's part.

Scientology training Stable Datum:

When in doubt, handle student with much stricter positive placement and direction.

LRH:md.rd
7-15-57

L. RON HUBBARD

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH BLUE ON GOLD

HUBBARD COMMUNICATIONS OFFICE
3 7 Fitzroy Street, London W. I

HCO BULLETIN OF 4 SEPTEMBER 1957,

STABLE DATA FOR INSTRUCTORS

1. Instructors must know and use the Instructor's Code to the letter. There must be no violation of this Code permitted by the Dir Training.
2. Grant Beingness to the students at all times. An Instructor must be willing for a coach to "instruct" without resenting a "valence theft".
3. Insist that coaches give the student auditors wins; have coaches push the student auditor to a better willingness and ability, and chop bank, not thetan.
4. Have coaches coach with precision, and have them tell the student auditor when he has done something well. Instruct them to tell the student auditor what he is doing right as well as what he is doing wrong.
5. See that the coaches coach with Purpose, Reality, Intention, and to Win.
6. Instruct coach to maintain his control when student auditor gets in "hot water", adding more ARC to help him through it, while at the same time banging away at the same level. Make the coach who caused it retrieve any student who blows.
7. An Instructor's sole purpose is not to make a student blow. The main goal of an Instructor is to make a better auditor. This then must apply to coaches.
8. Always answer your students' questions as per the Instructor's Code. An Instructor should not withhold communication from students when the student needs communication.
9. Run good 8-C on students with lots of ARC. Stress good 8-C more than ARC.

10. The most important thing an Instructor should do is to make a good auditor out of every student. This means making good coaches. This means wins. This means beingness. As ye teach 'em, so shall they audit.

L. RON HUBBARD

LRH:rs.rd

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I
(Issued at *Washington*)

ORGANIZATION POLICY LETTER OF 25 JANUARY AD8

All Staff
Field Offices

INEPT STUDENTS

Datum: Tests of clearing through *training* have resulted in the *conclusion* that there is *no* substitute for processing, even *training*.

When a student, after a week's comm course, shows clearly (a) he has no reality on Scientology or (b) he has no wish to make people better, only worse, the responsibility of the Comm Course Instructor and the Dir of *Training* is to send the student to HGC at his own cost for processing.

Otherwise the student will enturbulate the class and impede the instructors and come out wrong-way to, wasting seven weeks of inability to learn. The faster route is auditing.

If such a thing is to be done, midway in the Comm Course it should be known and the Comm Course Instructor should invest the remainder of the week in *convincing the* student of the realities that could exist in Scientology.

The student if he refuses processing is told he may continue training but it is doubtful if he will ever be given his certificate.

A special student rate may be arranged by Registrar at her discretion.

L. RON HUBBARD

LRH:rs.rd

HUBBARD COMMUNICATIONS OFFICE
3 7 Fitzroy Street, London W. I

HCO BULLETIN OF 2 APRIL 1958
Issued at Washington

All staff
Field Offices

ARC IN COMM COURSE

There are two types of Auditing. Both include control. They are called "Formal Auditing" and "Tone 40 Auditing".

The first is control by ARC. The second is control by direct Tone 40 command.

The first, Control by ARC, is taught in Comm Course. The second, Control by Tone 40, is taught in Upper Indoc.

The two are never mixed in teaching. Tone 40 is never taught in a Comm Course and is not even permitted. ARC is not taught in Upper Indoc.

The most widespread weakness in auditors prior to this date is an inability to use step one of Clear Procedure (Participation by the pc). This is only good ARC in the Training Drills of Comm Course. Auditors are now too prone to let CCH Ob Help do the work. Auditors fail to make the pc feel they are interested in the pc when they handle him with poor ARC.

We care nothing about ARC in Upper Indoc. We want *command*, we want Tone 40. We do not even handle pc origins in Upper Indoc.

Students must understand that there *are* two types of auditing. They should realize that Tone 40 is for the unconscious, the psycho, the non-communicative, the electric shock case pc. The student should realize that ARC formal auditing is not chatty or yap-yap, but it is itself. It has warmth, humanity, understanding and interest in it.

Academy Dir of Tr, Comm Course and Upper Indoc Instructors should keep this in their hats as needful technical data, since we *must* turn out auditors capable of handling pcs with ARC.

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LRH

HUBBARD COMMUNICATIONS OFFICE
LONDON (Issued at Washington)

HCO BULLETIN OF 23 APRIL 1958

To: All Staff for info
ALL Instructor Hats
B. Board
Field Offices

To: All Training Activities

VITAL TRAINING DATA FOR TRAINING HATS AND REGISTRAR

Students in the Academy are, auditors. They are not preclears. Emphasis is on auditors, not pcs.

The goal of the Academy is to produce auditors of such quality that we would be willing to hire them in the HGC. We don't graduate those we wouldn't.

Training staff can refuse a student at any time on grounds of inadequate financial arrangements. In which event the student applicant is returned to Registrar.

The Academy is not a clinic and concerns about cases belong to the HGC and are so referred.

LRH:bt.rs.rd

LRH

NOT HCO POLICY LETTER
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HUBBARD COMMUNICATIONS OFFICE
London (Issued at Washington DC)

HCO 13 BULLETIN OF 29 SEPTEMBER 1958

I ea. staff member
All Technical Hats
Field Offices

VITAL TRAINING DATA

(This Bulletin Changes the Character of Training)

No instructor can train a student unless he follows the Instructor's Code. This code is learned by heart by an instructor, not read.

Wherever we are making poor auditors, we have confused the role of the Academy with that of the HGC. The HGC processes, the Academy trains only.

Tell every student, tell every class of students, tell every instructor many times,

THERE ARE ONLY AUDITORS AT THE ACADEMY. THERE ARE NO CASES.

Every time you as an instructor get interested in the student's case, you make him put up his engrams for your inspection. Every time you get interested in his auditing skill only you make him put up auditing skill for your interest.

From this date:

UNDER NO CIRCUMSTANCES MAY AN ACADEMY TAKE UP THE PERSONAL OR CASE PROBLEMS OF A STUDENT.

We've got 2,500,000,000 preclears. We can somehow control ourselves long enough to make a few auditors.

They are made by direct, blunt instruction, the tougher the better. They are unmade by a lot of super saccharine sympathy about their poor, hopeless little cases.

So let's go, training units. No more clinics where there should be schools. You'll have nothing but cases forever if you don't make some auditors!

The week's intensive formerly offered with courses is turned over herewith to HGCs. No further clinics as such may be run by Academies. Auditing may occur in Academies but there may not be preclear conferences, general or private, about the students' own cases. This works a hardship on HGCs to some degree but HGCs occasionally are victimized by having to train late students who were not trained but only processed through to HCA/HPA. Thus an HGC has an interest in training quality.

Hereinafter all processing for keeps will be done in the HGC and all training will be done in the Academy.

There is a standard toward which a student is trained. It includes two disciplines. Formal Auditing and Tone 40 Auditing. Formal is taught in Comm Course, Tone 40 in Upper Indoc. Students must know their codes and must know how to follow them-no evaluation no invalidation.

All of Dianetics, the Anatomy branch of Scientology must be taught.

The six simple types of processing are taught.

The axioms are taught.

Anatomy of the mind is taught, not just a lot of figure-figure theory. The student gets there by finding he can confront in a preclear locks, secondaries, engrams, chains, time track, circuits, machinery, valences, the parts of livingness.

Manifestations of phenomena are taught, overt-act motivator sequences, problems, computations, cognitions, comm lags, introversion, extroversion, exteriorization, A-R-C.

Scales are taught-ARC Scale, Effect Scale. The Academies must now undertake 3 separate courses and adhere to each.

If an instructor won't confront students he starts a big theory course that avoids all anatomy, takes up the personal problems of the students, excuses every failure to teach by saying it was student case. If case gets in the road send the student to the HGC to pay for auditing or not. If theory gets in the road of training auditors, teach anatomy only.

Let's go on this.

I am instructing all HCO Boards of Review to examine completely on the above outlined items only and to flunk hard any student who doesn't know his subject. We care little for the synopses and the paper work. We want auditors who know their business, not a lot of squirrels.

A pc gets well in direct ratio to his ability to confront the anatomy of life, the anatomy of mind and the physical universe.

How do you suppose you'll ever get any auditing done if the student can't confront, via a pc yet, life, the anatomy of the mind and the physical universe. It's easier for a student to confront than a preclear to confront.

I've got a big idea for training: to wit: Let's deliver the goods!

LRH:md.rd
rs:3,10.58

L. RON HUBBARD

**NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH
NOT GREEN ON WHITE**

**HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1
HCO BULLETIN OF 4 MAY 1959**

HOW TO WRITE A CURRICULUM

1. Establish personality of person present. (Create their beingness on course.) Course creates a beingness not imparts data.
2. Demonstrate how to create this beingness.
3. Establish communication by teaching the language of the subject.
4. Exemplify the communication symbols with demonstrations of ridiculous errors.

When established teach

1. Each word and its definition that is used in the practice. Underline strange words.
2. Diagnosis. You must recognize ("Conditions we are seeking to change") i.e. Obnosis.
3. System of classification.
4. Means of changing each class or type of child, and maintenance of state. Subject matter: "Prevention of worsening".

Practice

Demonstration
Doingness

Note. Person who is willing to be the person who sees.
Person who sees.
Person who discusses.
Person who can do something.

L. RON HUBBARD

LRH:mp.rd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 NOVEMBER 1961

HCO Secs Assoc Secs Ds of T

TRAINING COURSE RULES AND REGULATIONS

All Scientology Academies and Courses are required, forthwith, to adopt these rules and regulations:-

- I. Do not consume any alcoholic beverage during Class days or on the day before a Class day.
2. Do not consume, or have administered to yourself, or any other student, any drugs, antibiotics, barbiturates, opiates, aspirin, sedatives, hypnotics or medical stimulants, for the duration of the Course, without the express approval of the Director of Training,
3. Do not give any processing to ANYONE without the express permission of the Director of Training.
4. Do not receive ANY processing from ANYONE under any circumstances without the express permission of the Director of Training.
- S. Do not engage in any 'Self-Processing' under any circumstances during the Course at any time.
6. Do not receive any 'treatment', 'guidance', or 'help' from anyone in the 'healing arts', i.e., Physician, Dentist, etc., without the consent of the Director of Training.
7. Follow exactly ALL instructions given by your Instructor and the Director of Training.
8. Adhere completely to the Code of a Scientologist for the duration of the Course.
9. Follow the Auditor's Code during all sessions when being the Auditor.
10. Be on time, and follow all Schedules exactly.
11. Get sufficient food. Eat Breakfast *BEFORE* Class and morning sessions. Get sufficient sleep.
12. When being a Preclear, *be* one, not a student or auditor. When being an Auditor, *be* an auditor, not a student or preclear. When in class or lectures, *be* a Student, not an auditor or preclear.
13. Get off all your known withholds. Know that you have definitely and absolutely NO hope of case-advancement unless you get these known withholds off to your auditor.
14. Follow ALL auditing directions given you on your auditing-report forms for your preclear.
15. Follow technical procedure as outlined on the Course exactly and precisely.
16. Be honest at all times on your auditing-report forms. Stating every process run, Tone Arm changes and times, Sensitivity setting, cognitions of your preclear and any changes of physical appearance, reactions, communication level, or anything else that you observe in your preclear.
17. Place all reports on your sessions as auditor in the folder of your preclear after each session, and place the folder then in the basket marked for such. Never place a folder after a session is over in an inappropriate basket.
18. No student may read his/her own case-report folder or that of another student, unless he/she is auditing that student.

19. If you don't know something or are confused about course-data, ask an Instructor or send a despatch to the Director of Training. Do NOT ask other students as this creates progressively worsening errors in data.

20. Do not leave any papers, food or personal articles in your despatch baskets. These baskets are for preclear report folders or despatches only.
21. The basket marked "Student In" is the basket where all communications, bulletins or mail to students are placed. Always check this basket daily to see if you have received any communications.
21. Study and work during your class-periods. You have a lot to get checked out on in order to get a Course Completion. You can't afford to waste time.
23. Auditors and preclears are not allowed to smoke during sessions, at any time. Smoke only during a break.
24. Do not engage in any rite, ceremony, practice, exercise, meditation, diet, food therapy, or any similar occult, mystical, religious, naturopathic, homeopathic or chiropractic treatment or any other healing or mental therapy while on Course without the express permission of the Director of Training.
25. Do not discuss your case-or that of any other student-your auditor, your Instructors, your classmates, L. Ron Hubbard, Organisation personnel or the Organisation with anyone.
26. Do not engage in any sexual relationships of any nature or kind with any classmate who is not your legal spouse. You are here to learn and get as close to Clear as possible, not to run continual Present Time Problems.
27. Weekly reports are required from each student; these reports **MUST** be placed in the appropriate basket each Monday morning by full-time students, on Monday evening by evening-course students and Saturday morning (for previous weekend) by weekend-students. These weekly reports must be written on **WHITE QUARTO FLIMSY PAPER**, and shall contain approximately 250 words written under the following headings: "What I have learned", "What I have observed", "What I have liked most", "What I have disliked most", "Comments and Suggestions",
 "Number of weeks on Course" and "Instructor: Each heading to be clearly indicated and underlined. The report must be headed with the student's full name-top left corner, title of Course (e.g., Evening HPA, Unit 2, Retread) in centre of page, and, in the top right corner, the location E.G., London, with-below this-the date as "Week-EndedIf it is not practicable to type this report, it must be written very legibly-in block letters if necessary, and if the writing is not legible it will be given back to the student to be re-written.
28. The above rules and regulations are inflexible, and are to be followed by all students during the Course. There will be no exceptions.
29. Any infraction against the above regulations will result in the student being required to write a paper of 200 words getting off his overts and withholds against any and all students, Instructors and personnel connected with the Course.

N.B. Extra rules for local conditions may be added but *NONE* of the above may be deleted.

Issued by: HCO Technical Secretary WW
 for
 MARY SUE HUBBARD
 HCO Training Supervisor WW

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 DECEMBER 1961

HCO Area Sea
Org Secs
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Instructors
Cenocon

INSTRUCTORS' WEEKLY REPORT FORM

Effective immediately, ACADEMY Instructors are required to make a weekly report on a form to be mimeoed in blue or black ink on white quarto flimsy paper as follows:

ACADEMY OF SCIENTOLOGY

LONDON (or Name of your Org)

JjNSTR UCTORS WEEKLY REPOR T

INSTRUCTOR FOR (e.g. UNIT I - WEEKEND HPA) WEEK ENDING

NUMBER OF NEW STUDENTS ON COURSE-

NUMBER OF OLD STUDENTS ON COURSE

TOTAL IN CLASS

NAMES OF STUDENTS: (State which are new, retread, etc)

PROGRESS OF CLASS: (Individually -briefly -and collectively)

DATE

SIGNED

INSTRUCTOR

This form to be sent on the Wednesday of each week (with D of T's and Students' reports), to HCO Technical Secretary WW at Saint Hill.

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Issued by: HCO Technical Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 JANUARY 1962

(Reissued as amended on 21 June 1967)

Remimeo
Tech Hats
Qual Hats
HCO Hats

**HCO STANDING ORDER NO. 5
STUDENTS**

All students formally enrolled into any Academy of Scientology shall be thoroughly trained.

The standard of the lowest professional certificate shall be such as to permit immediate and unashamed use of the student on graduation in any Hubbard Guidance Centre.

The only lasting overt that can be done with Scientology is to fail to disseminate it well and accurately. This includes student training.

Students must be trained to expect and achieve spectacular processing results early in training.

Students must be oriented during training into caring for the cases of their preclears.

In event of a poor or difficult student, it must be demanded by Supervisors that the matter be remedied by Review or Ethics.

Students must be trained to resolve their problems with Scientology.

Students must be trained to audit regardless of their own restimulation or cases. When auditing, auditors do not have cases.

Students must not be permitted to sag or slack or fall away in attendance and this can be done because all such attitudes result from a student's failure to obtain a reality early in training.

We must train new Scientologists so that we can have pride and confidence in them as Scientologists, not from an examination of their record but from the sole fact that they have been Academy trained.

Students and Supervisors alike should fully understand that neither we nor this universe can afford to waste even one potential auditor.

L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1962

Sthil
Academies

**TRAINING COURSE REGULATIONS
(ADDED)**

In schoolrooms, lecture rooms or auditing rooms in any Scientology Course neither cigars nor pipes may be smoked. Only cigarettes of a usual tobacco may be smoked, and these with due regard for the possible objections of other students.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 APRIL 1962

CenCCon Academies Courses

REGULATIONS, ACADEMIES AND COURSES
Add to training regulations for all Courses,
Academies and the Saint Hill Special Briefing Course.

If it be discovered, by whatever means, that a student is not studying tapes and bulletins for examination but is studying instead only the answers to examination questions, however procured, then the tape and bulletin section of the check sheet of that student shall be destroyed and the student shall be required to begin the entire tape and bulletin study anew without credit for *any he has done*.

In comment, the responsibility of all instructors is to graduate students who have accurate knowledge of the subject. Studying examination questions only defeats this and will find the student some day completely adrift in his handling of a preclear,

The first date after which this regulation shall be in effect shall be 20 April 1962 and only offences committed after that date shall cause this regulation to go into effect against a student,

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 MAY 1962

Central Orgs D of Ts

ADDITION TO STUDENTS' WEEKLY REPORT

(Adds to HCO Policy Letter of 8 December 19 6 1, Students' Weekly Reports)

In order for HCO WW to see the actual progress of students, the following is to be added to the Students' Weekly Report below the title of *INSTRUCTOR*:

Check outs:

Flunks:

Passes:

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Issued by: Philip D. Quirino
Acting Tech See WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 MAY 1962

Central Orgs Academies

TAPE EXAMINATIONS

In examining students on tapes, do not demand actual wording. Demand an answer that clearly shows that the student has heard and understood the tape and can apply the knowledge.

If the student is in doubt about the answer, flunk. If the examiner is in doubt make the student amplify.

Asking for verbatim wording drives students to copying Tapes verbatim and causes them to scant understanding.

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Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 26 MAY 1962

Franchise
Central Orgs
Tech Depts
Post Conspicuously
in Training Office
and on Student Board

IMPORTANT

**TRAINING DRILLS
MUST BE CORRECT**

TRs which give an incorrect impression of how auditing is done may not be taught.

All TRs must contain the correct data of auditing.

THIS IS VITAL. There have been two broad instances where TRs gave an impetus to improper auditing which all but crippled the forward advance of Scientology.

These were:

Upper Indoc TRs which caused students to conceive that the CCHs were run without 2 way comm and with a militant, even vicious attitude. (See HCO Bulletins of April 5 and 12, 1962.)

E-Meter Needle drills which caused the student to believe that every action of the needle was a *read* and prevented three-quarters of all Scientologists from ever getting rudiments in or questions cleared, (see HCO Bulletin of May 25, 1962 and 2 Saint Hill Lectures of May 24, 1962).

In the matter of the CCHs, we were deprived of their full use for 5 years and extended the time in processing 25 times more than should have been consumed for any result. This came from TRs 6-9 which are hereby scrapped.

In the matter of the E-Meter it is probable that all auditing failures and widely extended false ideas that Scientology did not work stem from the improper conception of what action of the needle one cleaned up. This came from needle reading TRs where instructors had students calling off *every* activity of the needle as a *read*, whereas only the needle action at the exact end of the question was used by the auditor. Auditors have thought all needle actions were reads and tried to clean off all needle actions except, in some cases, the end actions. This defeated the meter completely and upset every case on which it was practised. This accounts for all auditing failures in the past two years.

CCHs must be taught exactly as they are used in session, complete with two way comm-and no comm system added, please.

E-Meter drills must be used which stress only meaningful and significant instant reads coming at the *end* of the full question.

Other actions of the needle may be shown to a student only if they are properly called *prior* and *latent* reads, or meaningless action. From his earliest training on meters the student must be trained to consider a *read* only what he would take up in session and clear or use, and must be taught that mere actions of the needle are neglected except in steering the pe, fishing or compartmenting questions.

ONLY TEACH PROPER USE. ONLY USE TRS WHICH EXACTLY PARALLEL USE OF SCIENTOLOGY IN SESSION AND DO NOT GIVE AN IMPRESSION THAT SOMETHING ELSE IS USED.

I have seen clearly that Scientology's effectiveness could be destroyed by teaching via TRs which can be interpreted by a student as the way to audit when in fact one does not audit that way or use the data in auditing.

There are many valuable TRs. There will be many more valuable TRs. But an *invalid TR* is one which gives a wrong impression of auditing. These must be kept out of all training.

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Saint Hill Manor, East Grinste
HCO POLICY LETTER OF 2 A

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URGENT

TRAINING AIDS

Due to the great success and revelatory nature of the TV Demonstration set up at Saint Hill, a smaller edition of this training aid is ordered installed in every Central Organization.

The set up consists of one TV Camera, one TV set (21 or 23 inch), a microphone, an amplifier and the required cable,

The TV camera (such as the Grundig) is equipt with a four inch lens. It is mounted in a corner high and to the right behind the auditor (about seven feet from the floor). An E-Meter, erected on its tipped back, is placed firmly in a bed in the centre of a table. The face of the E-Meter is then perpendicular to the camera.

The Auditor sits at the table, the camera "looking over his right shoulder" at the E-Meter.
The preclear sits at the table across from the Auditor in the usual position.

The microphone is placed under the "tent" made by the E-Meter.

There is no picture made of Auditor and preclear, only a picture of the E-Meter.

The set up is placed in any oversize auditing room in the org and usual auditing can go on in that room when the set up is not in use, or it is placed at a separate table, otherwise unused, in the D of P's office.

The TV picture of the meter and the sound from the amplifier are led by cables to the front of the usual assembly hall of the organization.

The TV set is placed on a very high stand so as to give everyone in the room an unobstructed view of the screen.

The sound is connected to the speakers in the set itself, there is no separate speaker.

This is used for demonstrations by Sthil graduates, and for student demonstrations to reveal to all their skill in meter reading or lack of it in an actual session.

No session before an audience is valid or natural and this arrangement gives privacy for the,session but full display of the two important points of a session-sound and meter. It will be a shock to both Ds of P and Ds of T to see what is passing for meter reading, and a great help in training HGC Auditors and students.

The TV picture of the meter crowds in only part of the TA and sensitivity knob and all but a bit of the right side of the meter dial. The meter must fill the screen.

The cost will be under E500 or \$1200. The reward in technical cannot be measured. A second camera and TV set which gives a side view of auditor and pc is nice but is optional.

Use electronic friends of the org or commercial firms to install. *But* make it a *neat* compact, trouble free installation with no loose wires about.

An intercomm phone from assembly room to auditing room is nice to have.

Do it sooner.

L. RON HUBBARD

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[Note: This Policy Letter was reissued on 27 October 1969 with the added title *RE-INTRODUCED FOR DIANETTCS BY ORDER OF LRH.*]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 DECEMBER AD 12

Sthil Instructors Only Central Orgs HCO See, Assoc Sec D of T and Instructors

INSTRUCTORS' STABLE DATA

In addition to the Instructor's Code, there is a primary stable datum about all instruction:

Get the Student to accomplish auditing the preclear and then get the student to accomplish it with better form, speed and accuracy.

An Instructor must never lose sight of the PURPOSE of auditing. Auditing is for the preclear, is intended to improve the preclear's case. Auditing is not just a matter of good form.

The reason some students do not accomplish auditing is that they become so oriented on form alone that they forget the purpose of the form.

Good auditing form and correct sessioning obtains many times the result of bad form and incorrect sessioning. But total form and no effort to do something for the pc results in no auditing.

The result comes before the form in importance. Because students may use this idea to excuse lack of form, Q and A-ing, and to squirrel with their processes, the stable datum becomes unpopular with instructors.

A student should first be held responsible for the state of the pc during and after sessions and made to know that as an auditor he is there to get a fast, good result. The student should then be taught that he can get a better, faster result with better form. After that the student should be taught that Scientology results are only obtained by correct and exact duplication of Scientology processes, not by off beat variations.

This matter comes to the fore with Routines such as 2-12, a Problems Intensive, Prepchecking, Routine 3-21, 3GAXX and other powerful processes. All these are powerhouses when done for the benefit of the preclear and with perfect form and duplication of data.

However, R2-12 has the peculiar ability to produce- results with the crudest of auditing. If you find anything that reads on, a meter and represent it the pc feels miles better. So here is a procedure that can be done by a very green auditor and yet will produce an increased reality on Scientology in the pc. Thus the Instructor's Stable Datum above can be used with telling effect.

HOW TO GET THE BEST OUT OF 2-12

The student is just thrown into the snake-pit..He is told to get a result on the pc, not look pretty. The student is only told to **GET A RESULT**.

There are no cheek sheets, pre-training, briefing, anything. Give the student a meter, the Bulletins, LIST ONE, a pen and paper and **DEMAND A RESULT**.

A session is started by saying "Start of Session" and stopped by saying "End of Session". Nothing else.

The student wants to know how to do this or that. Tell him or her briefly and individually how to do the most fundamental actions, but **MAKE HIM OR HER DO IT**. And keep up a running refrain that you want results, results, results, on that pc.

The student will be all thumbs and faint. The Instructor may be horrified by the

goofs. But don't bother with the goofs. Just demand results on the pc, results on the pc, results on the pc.

This action by the Instructor will teach the student (a) that he or she is supposed to get results in auditing and (b) that results can be obtained and (c) that he or she sure needs better skill.

So the first address to 2-12 in training is to teach those above three things (a), (b) and (c).

You can't teach a student who doesn't realize that results in the pc depend on the auditor and auditing and that results are *expected* from auditing; who believes results can't be obtained from auditing or Rockshammerlike wants to prove auditing doesn't work; and who doesn't yet know that he or she doesn't know. *These* are the barriers to training and a good auditor.

The gradient approach to the mind is vital. Clearing will not occur without it. But the gradient approach to auditing can be overdone to a point where the student completely loses sight of why he is auditing.

The advent of R2-12 gives us a chance to break away from too gentle a gradient and pound home the simple governing principles of auditing, and enter into an era of training in which swift students are not retarded unduly by slow students and all students learn at once the most fundamental lessons of auditing:

1. First and foremost the auditor *accomplishes* something for the pc and without that there is neither sense, nor purpose to auditing;
2. Excellent form accomplishes more for the pc faster; and
3. Exact duplication of processes alone returns standard high level results on all pes.

The student thrown in over his head learns:

- A. Results in the pc depend on the auditor and auditing and that results are expected from auditing;
- B. That results can be obtained in auditing and the better the form and duplication, the better the results; and
- C. That the student has more to learn about auditing and that the student does n't yet know,

Therefore the Instructor must teach the student:

- (a) That he or she is supposed to get results in auditing;
- (b) That Scientology can obtain results; and
- (c) That better form and duplication obtain better faster results.

I dare say many students learn things just because they are told to and find no relationship between form, duplication and the preclear. Let them fall on their heads and yet obtain results and this attitude will change-and you'll save us a lot of off beat nonsense and case failures in orgs and the field.

R2-12 done before it is trained makes the student aware of lots of things and additionally puts the student in shape to learn. The cheek sheet in 2-12 comes *after* doing it. It will be wanted then. And in all other types of process it then will be possible to do the cheek sheet before the student does the process-the student will have seen the vital facts contained in (a), (b) and (c) for himself.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 14 FEBRUARY 1963

Academies
Sthil Students

HOW TO EXAMINE

THEORY EXAMINATIONS

The two most serious causes of students or staff failing to pass or being unwilling to take Bulletin Checks are:

1. RS-ing on List One; and
2. Capricious Examination

V Unit cares for the one. A study and practice of this Policy Letter should care for the other.

The important points of a Bulletin, Tape or Policy Letter are:

1. The specific rules, axioms, maxims or stable data;
2. The doingness details, exactly how is it done; and
3. The theory of why it is done.

All else is unnecessary. All you have to demand is the above. They are given in order of importance. (1) The rules, axioms, maxims or stable data must be known exactly verbatim and the student must be able to show their meaning is also known to him or her.

(2) The doingness must be, exactly known as to sequence and actions but not verbatim (in the same words as the text).

(3) The theory must be known as a line of reasoning, reasons why or historical background and with accuracy, but not verbatim.

The date of the lecture or bulletin or letter is relatively unimportant and other details of like nature should never be asked for.

If a student or Staff Member is ever going to apply the data, then above (1) must be down cold, (2) must be able to be experienced and (3) must be appreciated.

Asking for anything else is to rebuff interest and give a feeling of failure to the person being examined.

An examiner should examine with fiendish exactness on (1) alertness on (2) and seeing if the student understands (3). An examiner should not go beyond these points, asking for what person was mentioned, who did the test, what is the copyright date, what are the first words, etc.

Graduation from courses must be speeded up. And at the same time, the data, the important data must be known and understood. Good, sound examination is the answer here. Irrelevant examination questions only slow the student and extend the course.

Be as tough as you please, but only on (1), (2) and (3) above.

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tRevised and replaced by HCO PIL 4 March 1971 Issue 11, How
Examinations, in the 1971 Year Book.]

L. RON HUBBARD

to do Theory Checkouts and

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 MARCH AD 13

Sthil
Students
Info Central Orgs
Academies

CHECK SHEET RATING SYSTEM

A system of rating of material will hereafter be employed in all Theory and Practical Examinations in all Scientology training activities.

Bulletins, tapes and Drills will be assigned each one a rating as follows:

1. **STAR RATING.** Passing Grade 100% on extensive verbal examination and/or inspection.
2. **75 RATING.** Passing Grade 75% on simple written examination of which True and False questions can comprise 75% or more of the questions asked.
3. **ZERO RATING.** Passed by proof of having read or listened to the material (such as notes or a general verbal statement of the subject which assures the Theory Examiner that the material has been covered).

STAR RATING MATERIAL

THEORY: Bulletins and tapes of material vitally necessary in making the currently used processes work, Auditor's Code, Axioms, etc.

PRACTICAL: TRO, 1, 2, 3, 4, Anti Q and A, Meter Reading, Session Script, etc.

75 RATING MATERIAL

THEORY: Basic Theory Bulletins and Tapes.

PRACTICAL: None.

ZERO RATING MATERIAL

THEORY: Texts of Scientology, background material, older processes not now in use, etc.

PRACTICAL: All remaining drills (passed by student on the evidence of another student).

It is hoped that this system will speed training and ease its burden on students and instructors.

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HCO POLICY LETTER OF 15 MAY 1963

CenOCon

INSTRUCTOR HATS

Theory Examiner - Purpose: To ensure students know their theory.

Practical Examiner	-	Purpose:	To ensure students can apply their theory in a practical manner.
Auditing Supervisor	-	Purpose:	To ensure students can audit.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 18 SEPTEMBER AD 13

Central Orgs
Academies

SCIENTOLOGYFIVE
SCIENTOLOGY INSTRUCTORS

The following is a guide to Scientology Instructors:

1. Scientology is a heuristic science.
2. The data has been discovered and assembled by L. Ron Hubbard.
3. The data has been amply covered and explained by L.R.H. in lectures and bulletins and books.
4. Training Drills have been devised and/or approved by L.R.H. and are more than adequate.
5. Auditing Routines, Processes and Procedures have also been prepared by L.R.H. and they are fully comprehensive and up-to-date.
6. The curriculum for any course has been carefully designed and/or approved by L.R.H.

It should therefore be apparent that it is unnecessary for an instructor to explain data, training drills or procedures either in long individual talks or in 'lectures' to groups of students.

The job of an instructor is restricted to and his efforts should be concentrated on checking to see that a student knows his data, can do his TRs and can follow auditing procedure. This is done by testing and observation. If a student flunks a test he is directed to study and/or practise the material some more. If instructor finds from observation that student does not know his data or is not practising it correctly then the student is directed to study and/or practise accordingly. An instructor is not a coach.

Within the foregoing is the student who asks questions. This shows he does not know his data or training drill. The answer to the student's question is contained in the published data so all an instructor has to do is to refer the student to the book chapter, bulletin or tape that contains the data. Instructor should avoid giving direct answers for at least two reasons.

I. To encourage student to find out for himself.

2. To obviate the possibility of an instructor giving his interpretation of data which may be an alter-is of the correct data.

Instructors should set a good example to students by handling them with good ARC. Emphasis should be put on the following. Tell student "You can do it". Don't tell them they have done wrong but point out that they haven't properly understood the data and direct them to the data they haven't understood. When a student has done a good job or is making good progress, tell him. Don't give a student continuous losses, try to find something,, however small, that he has done right and point this out to him.

At all times an instructor should present an unruffled demeanour and a clean and tidy appearance.

An instructor maintains 8C with ARC not with the overbearing discipline of a sergeant-major. He calls the roll, directs students where to go and arranges schedules. He infracts infringement of course rules and students' failure to follow instructions.

Students who are constantly failing in their studies are missing out somewhere in their basic data so they need to be directed to study basic material.

Remember that you are training auditors, one day you may need one of them to audit you so make sure they know their data and can use it.

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Written & Issued by: Reg Sharpe
Course Secretary, SHSBC
for L. RON HUBBARD

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Authorized by:

L. RON HUBBARD

[Cancelled by HCO P/L 27 October 1970 Issue 11, ne Course Supervisor, in the 1970 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 SEPTEMBER 1963

Tech Dirs D of Ts Academy Instructors Academy Students SHSBC Instructors SHSBC Students

URGENT

COURSE RULES AND REGULATIONS

Ron wants to re-write the Rules and Regulations applicable to Courses throughout Scientology. The purpose of the rules and regulations is to enable training in Scientology to be unhindered as far as possible by the untoward behaviour of students and instructors and by the state of the quarters where the instruction takes place. He therefore requires that every Academy Staff Member and every student at present on Course (SHS13C included) send in suggested rules under the headings below so that a code of regulations can be drawn up.

Instructors please write:

1. Rules they consider necessary for students to abide by in order to make instruction and admin easier.
2. Rules they would like instructors to abide by.
3. Rules they would like to see in force regarding the quarters (premises and contents) where the Course is run.

At least three suggestions are required under each of the three headings.

Students please write:

1. Rules they would like their fellow students to abide by.
2. Rules they would like instructors to abide by.
3. Rules they would like to see in force regarding the quarters (premises and contents) where the Course is run.

At least twelve suggestions required under each heading.

HCO Secs are to arrange for suggestions to be written on the reverse of a copy of this letter by every staff member and student, and sent to me in bulk within seven days of receipt of this letter by the HCO Sec.

Existing rules may be used as a guide.

Issued by: Reg Sharpe
Course Secretary SHSBC
for
L. RON HUBBARD

Authorized by: L. RON HUBBARD

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COURSE RULES AND REGULATIONS

NAME:

DATE:

State whether student or
Staff position held

ACADEMY:

List at least 12 (or 3 for Staff Members) suggested Rules for Students on Course.

List at least 12 (or 3 for Staff Members) suggested Rules for Instructors on Course.

List at least 12 (or 3 for Staff Members) suggested Rules for quarters (premises and contents) of the Course.

Write legibly. If there is not enough room on this form use another sheet of paper with your name on it and pin it securely to this form.

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 SEPTEMBER 1963

Sthil

HATS OF STUDENT INSTRUCTORS FOR SHSBC

Hat of Student Instructor Supervisor

1. To see that the Student Instructors know and carry out the procedures in:
 - (a) Auditing Section
 - (b) Practical Section
 - (c) Theory Section
2. To act as terminal for the Student Instructors and should necessity arise re-arrange the weekly schedule.
3. To see that the Student Instructors are on post on time.
4. To see that the Student Instructors keep up their own Theory and Practical Check Sheets and weekly TR drills.
5. To arrange ARC break assessments and to supervise same.

**Student Instructors
Auditing Section Duties**

The purpose of student instructors in the Auditing Section is to assist the Auditing Supervisor with direct personal observation and control of individual auditing sessions.

In order to accomplish the above student instructors have the following duties:

- I Know in detail all the auditing activities permitted in the section assigned.
2. Ensure that the sessions in the assigned unit are started and ended on time, are properly located and all pes and auditors are present. Be sure that the auditing schedule is being followed.
3. Check all sessions to see if auditors are following the D of P instructions in the folder and/or the correct auditing procedure of that unit and reporting any digression to the instructor of that unit. The evening student instructor may give a note to the student auditor pointing out the error and must state the error on his report to the auditing supervisor. No other action may be taken.
4. Report Gross Auditing Errors to the instructor in charge of the unit. Evening instructors note them in their nightly report to the auditing supervisor. Gross auditing errors are:
 1. Can't read meter.
 2. Don't know procedure.
 3. Can't complete auditing cycle.
 4. Can't complete auditing cycle repetitively.
 5. Doesn't pull missed W/Hs.
 6. Can't handle an ARC break.
 7. Can't handle a PTP or put pe into session.
 8. Chronic cutting of pe's itsa line.

5. Write up informative, helpful pink sheets covering the whole unit. Each auditor should receive at least one pink sheet per week. Turn completed pink sheets over to the instructor in charge of that unit for issuing.

6. Write up infractions for lateness, rule breakage, refusal to obey instructions, etc, and turn them over to the instructor in charge of that unit for issue.
7. Morning student instructors report to the instructor in charge of that unit immediately and evening student instructors send a daily written report to the Auditing Supervisor on all of the following conditions:
 1. Failure to follow auditing directions.
 2. Lack of TA action.
 3. No auditing being done.
 4. Any session not going smoothly. (Pc nattery and ARC breaky with no resolution of the causes.)
 5. Any suppression of data with regard to the session activity on the auditing report.
 6. Any case that looks like blowing.
 7. Any excellent auditing.
 8. All student auditing enquiries are handled by saying, "Do what you are going to do", and write up an infraction for unauthorised break.

The auditing section gives the students the reality that they will get results by first applying the basic fundamentals and then following exact procedure. The student auditor can do it.

The student instructor helps them by getting *them* to do it. Get the student to apply the basic fundamentals and exact procedure and they will get results.

Auditing Supervisor

Procedure for Student Instructors Theory Section

All the Theory Section student instructors are examiners. Their job is to make sure the student knows and understands the correct data contained in the theory material listed on the check sheet.

1. The first thing a *new* student instructor does in the Theory Section is study and get checked out on HCO Policy Letter of February 14, 1963-"How to Examine, Theory Examinatione', and HCO Policy Letter of March 15, AD 13-"Check Sheet Rating System".
2. The student instructor then gets a sheet of goldenrod paper, a master check sheet and a testing location from the Theory Supervisor. Put your name and the date at the top of the goldenrod paper and use it to record the flunks and passes for each student tested. During a lull period in the testing and about 10 minutes before the end of the assigned period stop your testing and record the flunks and passes on the Master Roster and our copy of the student check sheet.
3. At the time of the check out record the results on the goldenrod sheet, sign, date and record pass or flunk on the student's copy of the bulletin. Sign your full surname on both check sheets. Never use your initials.
4. Record in the master roster in the column designated Flunk or Pass a slash mark for every pass or flunk a student has been given. The 5th slash mark is made through the previous 4 making a definite group of 5, In the Pass columns the 1st 10 passes go in the 1st pass column, the 2nd 10 passes in the 2nd pass column, etc.
5. Never leave the Theory Section until all passes and flunks are fully recorded on the master roster and our copies of the student's check sheet, the master roster and check sheet binder is never to be touched unless you are on duty as a student instructor. No check outs are to be given except when you are on duty as a student instructor.
6. When a student passes a bulletin say "Pass". When a student flunks a bulletin say "Flunk".
7. If you ask a general question, be willing to get a general answer. If you want a specific answer, ask for it specifically.

8. Only ask enough questions to be certain that the student knows the correct data contained on the bulletin. This may be as few as one question or as many as 50.
9. An examiner's job is to determine whether the student knows the data or not. If the student does, he passes. If the student doesn't, he flunks.
10. Ask direct, straight-forward questions. and keep accurate up-to-date records, and the students will work hard and continue winning with their theory.

Theory Section **Supervisor**

Practical

A Student Instructor:-

1. Calls roll promptly at 1.0 pm and 3.0 pm each day and at 4.55 pm on Mondays. A "That's W" is given at 2.50 pm and 4.45 pm each day and at 6.0 pm on Mondays.
2. Reports any student not present at roll call to the Training Office if the Practical Supervisor is not present. The student must be found.
3. Sees that students are paired up immediately after roll call. If one student is left over it must be reported at once to the Practical Supervisor or to the Training Office. Another student must then be sent over from Theory or that student goes to Theory and comes over the next period.
4. Infractions. See Auditing Section Infractions.
5. Files all new pink sheets in the green folders. Files all completed pink sheets in green folders and puts an X through the carbon duplicates already in the green folders. These are then put in the Practical Supervisor's top basket. This is done every day immediately after No. 3 has been done.
6. On Monday, student instructor chooses two chair monitors, whose duties are to place in Chapel at 4.45 pm on Tuesdays, Wednesdays and Thursdays, approximately 9 chairs in 9 rows leaving a gangway down the middle, 4 chairs on the left, 5 chairs on the right (looking downwards towards the blackboard). If television, the chairs are placed accordingly.
7. At the beginning of each period, goes round to each couple and marks in any check outs the student has completed since the last practical period.
8. Knows exactly how each drill is run, and when not checking a student out, is constantly moving from couple to couple seeing that the drills are being run properly and correcting any errors.

Practical Supervisor

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 SEPTEMBER 1963

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TRAINING TECHNOLOGY

PINK SHEETS

All the study in the world isn't going to make an auditor. Learning the data and the theory of auditing is vitally important. Perfecting your practical drills is essential. However, the final test lies with the question, "Are you getting results with your Pc?" Whether you are getting results or not is totally dependent on whether or not you are actually applying the data and theory you have learned, and are utilizing the practical skills you have developed.

The bridge between the learning of data and development of practical skills and their actual application in the auditing session can be mightily bolstered by the Pink Sheet system of Auditing Supervision.

HOW TO ISSUE PINK SHEETS

1. Put two sheets of pink foolscap size paper on a clipboard with a carbon between.
2. At the top of the sheet write the name of the student auditor being observed, the date and the name of the observer.
3. Head a wide column on the right hand side of the sheet with "Observations", a narrow column to the left of centre with "Theory and Practical Assignment" and two more narrow columns on the left hand side with "Coach" and "Instructor".
4. Take the above with your ball point into the vicinity of the auditing session to be observed, close enough to hear and see what is going on without intruding in the session.
5. Write in the wide column labelled "Observations" exactly what is happening in the session.

This is very difficult to do for most people, (especially for someone at the case level of "only able to confront own evaluations"). Do not look for auditing errors. Just look and record what is happening. Do not write in evaluation. **Do** not write in invalidation 's. Do not attempt to correct or teach in the "Observations" columns. Simply observe the session and record what is happening.

6. After you have filled one or more pages of the "Observations" column, now is the time to evaluate;. Study what you have observed taking place in the session and see if anything actually diverges from the correct theory and practice of auditing.
7. Write in the column headed "Theory and Practical Assignment" the date and title of the exact bulletin or tape containing the correct data or the title of the exact practical drill which will correct the error recorded in the "Observations" column.

If the session observed was a complete shambles, it means that some basic, basic fundamental of auditing is absent in the student auditor's repertory. Don't overload the student with tons of drills and theory assignments. Look over your "Observations" column carefully and it will suddenly dawn on you that this student hasn't a clue about the auditing cycle or doesn't note the difference between the needle and the TA on the meter. If you still can't find the main difficulty, you can always sit the student down and ask something like "What happens when you sit down in front of a PCV", or "What's the meter for?" You'll be surprised with some of the answers you'll get.

On the other hand you might find that you'll fill up a couple of pages of pink sheet without recording any errors. The auditor didn't happen to goof. That's fine-send it to him without any assignment. It will still help him.

8. Send the top copy of the Pink Sheet to the student and file the carbon copy in the student's Pink Sheet folder. When the completed top copy is returned by the student, with all the necessary signatures, throw away the carbon copy and replace it with the completed top copy.

PINK SHEET EXAMPLES

1 The following would be a poor Pink Sheet:

Theory & Practical Assignments.-

TRO

Meter Reading

Tape of Sep 18 '62 Aud Cycle

Observations:

Poor TRO

Auditor can't read the meter

Lousy handling of auditing cycle

In the above example the observer has evaluated, invalidated, only made general comments. The above may all be true but the student auditor is not helped by them, and the assignments don't pinpoint his major difficulty.

2. The following would be a helpful pink sheet:

Theory & Practical Assignments:

TR-3

Tape of Sep 18 '62

Aud Cycle

Observations:

Auditor leaning on table toying with the TA and pen. Running "Since the last time I audited you" + buttons. Called a speeded rise on "Careful of" clean. On "F to W" pc said "I don't think that answered the question". Aud: "OK. I'll check it on the meter". TA blew down to clear read on "F to R". And went on to clean "Invalidate".

In the above example the observer states exactly what is happening in the auditing session. The majority of observations noted show an inability to complete an Auditing Cycle. (Even the Missed Meter read was an incomplete cycle.) The student is therefore assigned material that will help him learn and apply the auditing cycle. There may be other things that can help him like TR-0 or Meter Drills. However adding these to the Pink Sheet will only disperse his attention which should be applied to learning and using the Auditing Cycle.

COACHING PINK SHEETS

Pink Sheets should be coached in both Practical and Theory. The coach first reviews the observations thoroughly with the student and goes over and over the bulletin or drill with the student until the correct data is completely learned and understood or until the student can perfectly execute the drill.

Once this is done, the coach signs his name opposite the assignment notation on the Pink Sheet in the coach's column. The student is then ready to have a test on the assigned material.

CHECKING OUT PINK SHEETS

In checking out the assigned material on the student's Pink Sheet, the instructor should carefully go over the "Observations" with the student and have the student spot the specific errors he has made, then have the student give the correct data from the **assigned bulletin or tape or show by doing the practical drill that he has now mastered** the skill that was poorly applied in the auditing session.

The whole bulletin or drill should be reviewed by the instructor but specific attention should be paid to points that the student was observed to be weak in applying to his auditing. Be doubly strict on these points to be sure the student doesn't continue to make the same errors again and again. If each Pink Sheet thoroughly corrects only one gross auditing error, really knocks it out, the student's auditing ability will improve markedly in a very short time.

CONCLUSIONS

Pink Sheets are never used as punishment or to make the student wrong. They are used to improve the student's auditing ability by having him thoroughly learn data and practical skills he is weak in.

A student's weakness in data and skills often will not show up under the normal conditions of theory and practical testing but they will stick out like a sore thumb when he has to apply them in an actual auditing session. Therefore, a Pink Sheet Assignment does not mean that the student hasn't learned the material if he has already passed it in Theory or Practical. It does mean that he hasn't learned it WELL ENOUGH to utilize it under the duress of an actual auditing session.

If a student has gone a *whole week* without receiving a Pink Sheet, he should start screaming. If his auditing is not being observed and his weak points picked lip, how does he expect to improve? So, make a fuss, Student, if you are not receiving Pink Sheets. And, Instructors, keep a tabulation of when a student is issued a Pink Sheet so that you are sure to observe each student at least once a week.

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	Authorized by: L. RON HUBBARD

[Amended by HCO P/L 26 December 1970 (reissued & corrected 26 January 1971), *Pink Sheets*, which was later cancelled by a 9 January 1973 revision of the above policy, HCO P/L 27 September 1963R, *Training Technology-Pink Sheets*, in the Year Books.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 OCTOBER 1963

Central Orgs
Academics

STUDENT ARC BREAKS

Just as a pe cannot be audited over a severe ARC break, so a student cannot make good progress if he or she has an ARC break with the Course and/or Instructors.

All students should be made aware of this and told that if they have an ARC break they should take it up with the instructors in question or the D of T or (in the case of SHSBC) the Course Secretary.

The Instructor, D of T or Course Secretary should try to clear the break with straightforward two-way comm and if this does not work the Student should be given an ARC break assessment by a senior student.

It is the responsibility of all Students and Instructors to see that any Student who is nursing an ARC break and not doing anything about it, is handled as above-quickly.

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	Authorized by: L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

All Course Staffs
Tech Sees Hats
Qual Sees Hats
Ds of T Hats
Academy Staff Hats

HCO POLICY LETTER OF 10 APRIL 1964
(Reissued as amended on 23 June 1967)

SCIENTOLOGY COURSES

There are three zones of responsibility in course management. These are:

- I. Providing valuable subject materials;
2. Organizing and rodifying those materials so that they are highly effective and comprehensible; and
3. Supervising the student in those materials to a point of high comprehension and competency.

In Scientology (1) has been done, fully and completely. There are now no gaps or unanswered questions.

In (2) the very best of Scientology has been selected out for supervision and is being written in such a way as to minimize any confusion and maximize the communication and practice of the data.

In (3) we have our largest potential randomness. And it is this with which this Policy Letter is concerned. The Supervision of the student is a personalized matter. Students require answers to their own questions and clarification of their own understandings. The burden of this falls on the Supervisor.

In auditing it has taken us a long time to learn that there are no bad preclears. There are only auditor errors.

We have now learned a similar thing about Supervising. There are no slow students. There are only slow Supervisors.

The length of time a student is on a course is a direct index of the quality of Supervision on that course.

A fast course is well supervised. A slow course is poorly supervised.

A bad course gets bad enrolments. A good course gets good enrolments. If enrolment is down, the course is a poor course. That has been observed continually in Academies for years and has no variations. If you want a full course, provide a well-supervised course.

If course enrolments are down, don't ponder beyond this how to improve the course. And you'll win if you improve the course.

This is a brick wall datum: a poor course will become an empty course.

The speed with which a student can go through a course depends only on (1), (2) and particularly (3) above. It does not depend on the student.

Don't blame students. Look at (1), (2) and (3) above.

There are no slow students. There is only slow supervision.

The future of ScientologY courses depends on getting the student rapidly through the course and graduating him or her at a good level of competence.

Scientology course futures do not depend on lowered rates.

You are already selling pearls for pennies.

Just make sure you are selling pearls.

I have taken care of (1). (2) is very thoroughly in hand. (3) is up to you.

A fast course is a well supervised course. A full course is a well supervised, fast course.

That's all the mystery there is in it.

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L. RON HUBBARD

Founder

[Note: 23 June 1967 differs from the original 10 April 1964 in that "Instructing" has been changed to "Supervising" throughout.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 MAY 1964

Sthil Students

CenOCon

Academies

THEORY TESTING

EXPIRATION DATES

(Applies to all Bulletin, tape exams
except zero rating)

In theory testing, the slow down comes in part from making the student pass a test on the entire bulletin even though he or she did not flunk until the last paragraph. Retesting the entire bulletin is both time-wasting and exasperating.

Therefore bulletin and tape tests are given an Expiration Date. If retaken in one week, the only part examined is from the area flunked onward. If, however, the bulletin or tape is retaken *after* a period of one week the *entire* material is retested.

The Examiner, when a student flunks, marks the *student's* bulletin or tape notes with an initial and a date just above the area of the first flunk. The Examiner may go a question or two above the question flunked to enter the date and initial. No other record is made.

If the student is re-examined on a date before the date marked plus seven (within one week) the Examiner only asks questions from the date mark onward.

It does not matter how many flunks are given or how many weeks a bulletin or tape exam is extended so long as no period of seven days elapses between tests. If such a period does elapse (date written + 7 days) only then does the whole material get examined.

The reason for this Expiration Date is this: students are often very poor administrators. They take a bulletin or tape, study it and flunk it, throw it aside and take up another one. Finally they have gone through all the course materials in this fashion and have nothing on their check sheets and nothing but failure in their studies. By introducing the Expiration Date they are persuaded to complete that which they begin.

As students have to go to the end of the examination line, popping back in for the next bit a minute later is unworkable. Further an Examiner seeing that a student is trying to pass an examination with one question passed at a time can always exercise his right to assure himself the student knows the materials by a spot examination of the whole bulletin or tape before granting a pass.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 SEPTEMBER 1964
(Reissued on 21 July 1967)

Remimeo
Franchise
All Students
Tech Divs
Dist Divs

UNDERSTANDING AND TAPE LECTURES

When tapes are played to students (either in groups or individually) the students should be told to make notes of any word or phrase they do not understand so that they can refer to the Scientology dictionary, a general dictionary, or their technical materials for explanation.

The Supervisor should give a brief explanation if the word or phrase is at a higher level of training than the student is learning or refer student to the detailed definition to be found in publications if it is at the same or lower level.

L. RON HUBBARD
Founder

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[Note: In the 21 July 1967 reissue, "Instructor" has been changed to "Supervisor". The original issue referred the student to the Instructor for an explanation instead of to the materials.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, **Sussex**

HCO POLICY LETTER OF 24 SEPTEMBER 1964

Remimeo

Sthil Instructors

HCO Hat Cheek on
all Acad Instructors

**INSTRUCTION & EXAMINATION:
RAISING THE STANDARD OF**

The basic reason students remain long on courses stems from inept criticism by instructors regarding what is required.

There is a technology of criticism of art, expressed beautifully in the Encyclopaedia published by Focal Press.

In this article it stresses that a critic who is also an expert artist tends to introduce unfairly his own perfectionism (and bias and frustrations) into his criticism.

We suffer amazingly from this in all our courses. I had not previously spotted it because I don't demand a student at lower levels produce results found only in higher levels.

You can carelessly sum this up by "letting the student have wins" but if you do you'll miss the whole point.

Example: A student up for a pass on his Itsa is flunked because he or she couldn't acknowledge.

But a student at the Itsa level hasn't been taught to acknowledge.

This student hasn't even read the data on acknowledgement.

So the student can't pass Itsa level and so never does get to the level where acknowledgement is taught-and if he does, really never passed, in his own mind, Itsa and so hasn't advanced.

And we catch all our students this way and they don't therefore learn.

How is this done? How could this be?

The instructor is an expert auditor. That's as it should be. But as an expert auditor, bad execution of a level *above* where the student is studying, pains the instructor. So he flunks the student because the auditing looks *bad*.

But look here. The student wasn't being checked out as an aultor. The student was only being checked out on Itsa,

Further, the action of auditing as a whole is so easy to an instructor who is an expert auditor that he fails to take it apart for instruction.

If I say the following, it will look ridiculous and you'll get the point better: The student is up to pass TRO. The Instructor on check out looks the student over and says "You flunked the test." The student says "Why?" The Instructor says "You didn't take the Class VI actions to clear the pc of all his GPMs." All right, we can all see that that would be silly. But Instructors do just that daily, though on a narrower band.

The Instructor puts in additives. As an expert auditor it seems natural to him to say "You flunked your test on Itsa because you never acknowledged the pc." You get the point. This really is as crazy wide as the ridiculous example above. What does Ack have to do with Itsa? Nothing!

Because the Instructor is an expert auditor, auditing has ceased to have parts and is all one chunk. Okay. A good auditor regards it that way. But the poor student can't grasp any of the pieces because the whole chunk is being demanded.

What's Itsa? It's Listen. Can the student listen? Okay, he can listen but the expert says, "He didn't get 15 divisions of TA per hour." On the what? "On the meter of course." What meter? That's Level II and Itsa is Level 0. "Yes," the expert protests, "but the pc didn't get any better!" Okay, so what pc is supposed to get better at Level 0. If they do it's an accident, usually. Now does this student pass? "No! He can't even look at the pc!" Well, that's TRO of Level 1. "But he's got to look like an auditor!" How can he? An auditor has to get through a comm course before you can really call

him that. "Okay, I'll drop my standardsthe expert begins. Hell no, expert. You better pick up your standards *for each Level* and for each small *part* of auditing.

What's it say at Level 0? 'It says 'Listen!.' Okay, then, damn it, when the student is able to sit and listen and not shut a pc down with yak, the student passes. "And the meter?" You better not let me catch you teaching meters at Level 0.

And so it goes right on up through the Levels and the bits within the Levels.

By making Itsa mysterious and tough, by adding big new standards to it like TA and Ack you only succeed in never teaching the student Itsa! So he goes on up and at Level IV audits like a bum. Can't control a pc. Can't meter, nothing.

So the expert tries to make a student do Class VI auditing the first day and the *student is never trained to do any auditing* at Level 0.

This nonsense repeated at Level 1 (by adding a meter, by purist flunking "because the pc couldn't handle an ARC Break") and repeated again at Level 11 ("because the pc couldn't assess") and at Level III etc. etc.

Well, if you add things all the time out of sequence and demand things the student has not yet reached the student winds up in a ball of confusion like the cat getting into the yarn.

So we're not instructing. We're preventing a clear view of the parts of auditing by adding higher level standards and actions to lower level activities.

This consumes time. It makes a mess.

The new HCA always tries to teach his group a whole HCA course his first evening home. Well, that's no reason seasoned veterans have to do it in our courses.

If you never let a student learn Level 0 because he's flunked unless he does Level VI first, people will stay on courses forever and we'll have no auditors.

Instructors must teach not out of their own expertise but out of the text book expected actions in the Level the student is being trained in. To go above that level like assessment in Level II or Ack and meters at Level 0 is to deny the student any clean view of what he's expected to do. And if he never learns the parts, he'll never do the whole.

And that's all that's wrong with our instruction or our instructors. As expert auditors they cease to view the part the student must know as itself and do not train and pass the student upon it.

Instead they confuse the student by demanding more than the part being learned.

Instruction is done on a gradient scale. Learn each part *well* by itself. And only then can assembly of parts occur into what we want-a well trained student.

This is *not* lowering any standards. It's raising them on all training.

Bulletin Check Outs

The other side of the picture, theory, suffers because of a habit. The habit is all one's years of formal schooling where this mistake is the whole way of life.

If the student knows the words, the theory instructor assumes he knows the tune.

It will never do a student any good at all to know some facts. The student is expected only to *use* facts.

It is so easy to confront thought and so hard to confront action that the Instructor often complacently lets the student mouth words ideas that mean nothing to the student.

ALL THEORY CHECK CUTS MUST *CONSULT THE STUDENT'S UNDERSTANDING*.

If they don't, they're useless and will ARC Break the student eventually.

Course natter stems entirely from the students' non-comprehension of words and data.

While this can be cured by auditing, why audit it all the time when you can prevent it in the first place by adequate theory check-out?

There are two phenomena here.

First Phenomenon

When a student misses understanding a word, the section right after that word is a blank in his memory. You can always trace back to the word just before the blank, get it understood and find miraculously that the former blank area is not now blank in the bulletin. The above is pure magic.

Second Phenomenon

The second phenomenon is the overt cycle which follows a misunderstood word. When a word is not grasped, the student then goes into a non-comprehension (blankness) of things immediately after. This is followed by the student's solution for the blank condition which is to individuate from it-separate self from it. Now being something else than the blank area, the student commits overts against the more general area. These overts, of course, are followed by restraining himself from committing overts. This pulls flows toward the person and makes the person crave motivators. This is followed by various mental and physical conditions and by various complaints, fault-finding and look-what-you-did-to-me. This justifies a departure, a blow.

But the system of education, frowning on blows as it does, causes the student to really withdraw self from the study subject (whatever he was studying) and set up in its place a circuit which can receive and give back sentences and phrases.

We now have "the quick student who somehow never applies what he learns".

The specific phenomena then is that a student can study some words and give them back and yet be no participant to the action. The student gets A+ on exams but can't apply the data.

The thoroughly dull student is just stuck in the non-comprehend blankness following some misunderstood word.

The "very bright" student who yet can't use the data isn't there at all. He has long since ceased to confront the subject matter or the subject.

The cure for either of these conditions of "bright non-comprehension" or "dull" is to find the missing word.

But these conditions can be prevented by not letting the student go beyond the missed word without grasping its meaning. And that is the *duty* of the Theory Instructor.

Demonstration

Giving a bulletin or tape check by seeing if it can be quoted or paraphrased proves exactly nothing. This will not guarantee that the student knows the data or can use or apply it nor even guarantees that the student is there. Neither the "bright" student nor the "dull" student (both suffering from the same malady) will benefit from such an examination.

So examining by seeing if somebody "knows" the text and can quote or paraphrase it is completely false and *must not be done*.

Correct examination is done only by making the person being tested answer

- (a) The meanings of the words (re-defining the words used in his own words and demonstrating their use. in his own made up sentences), and
- (b) Demonstrating how the data is *used*.

The examiner need not do a Clay Table audit just to get a student to pass. But the examiner can ask what the words *mean*. And the examiner can ask for examples of action or application.

"What is this HCO Bulletin's first section?" is about as dull as one can get. "What are the rules given aboutV' is a question I would never bother to ask. Neither of

these tell the examiner whether he has the bright non-applier or the dull student before him. Such questions just beg for natter and course blows.

I would go over the first paragraph of any material I was examining a student on and pick out some uncommon words. I'd ask the student to define each and demonstrate its use in a made up sentence and flunk the first "Well er let me

see and that would be the end of that cheek out. I wouldn't pick out only Scientologese. I'd pick out words that weren't too ordinary such as "benefit" "permissive" "calculated" as well as "engram".

Students 1 was personally examining would begin to get a hunted look and carry dictionaries-BUT THEY WOULDN'T BEGIN TO NATTER OR GET SICK OR BLOW. AND THEY'D USE WHAT THEY LEARNED.

Above all, I myself would be sure I knew what the words meant before I started to examine.

Dealing with new technology and the necessity to have things named, we especially need to be alert.

Before you curse our terms, remember that a lack of terms to describe phenomena can be twice as incomprehensible as having involved terms that at least can be understood eventually.

We do awfully well, really, better than any other science or subject. We lack a dictionary but we can remedy that.

But to continue with how one should examine, when the student had the words, I'd demand the music. What tune do these words play?

I'd say "All right, what use is this bulletin (or tape) to you?" Questions like, "Now this rule here about not letting pes cat candy while being audited, how come there'd be such a rule?" And if the student couldn't imagine why, I'd go back to the words just ahead of that rule and find the one he hadn't grasped.

I'd ask "What are the commands of SCV'. And when the student gave them, I'd still have the task of satisfying myself that the student understood *why* those were the commands. I'd ask "How come?" after he'd given me the commands. Or "What are you going to do with these?" "Audit a pc with them" he might say. I'd say, "Well, why these commands?"

But if the student wasn't up to the point of study where knowing *why* he used those commands was not part of his materials, I wouldn't ask. For all the data about not examining above level applies very severely to Theory Check out as well as to Practical and general Instruction.

I might also have a Clay Table beside my examiner's desk (and certainly would have if I were an HCO hat checker, to which all this data also applies) and use it to have students show me they knew the words and ideas.

Theory often says "Well, they take care of all that in Practical." Oh no they don't. When you have a Theory Section that believes *that*, Practical *can't function at all*.

Practical goes through the simple motions. Theory covers *why* one goes through the motions.

I don't think I have to beat this to death for you.

You've got it.

L. RON HUBBARD

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[Modified by HCO PIL 4 October 1964 (reissued 21 May 1967), *Theory Check-out Data*, page 181.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 4 OCTOBER 1964

Reissued on 21 May 1967

Remimeo
All Staff
All Students
Tech Hats
Qual Hats

THEORY CHECK-OUT DATA
(Modifies HCO Pol Ltr of Sept 24, '64)

In checking out technical materials on students or staff, it has been found that the new system as per HCO Pol Ltr of Sept 24, '64 is too lengthy if the whole bulletin is covered.

Therefore the system given in Sept 24, '64 Pol Ltr is to be *used* as follows:

1. Do not use the old method of covering each bit combined with the new method.
2. Use only the new method.
3. Spot check the words and materials, do not try to cover it all. This is done the same way a final examination is given in schools: only a part of the material is covered by examination, assuming that if the student has this right the student knows all of it.
4. Flunk on comm lag in attempts to answer. If the student "er ah well. ...flunk it as it certainly isn't known well enough to use. (Doesn't include stammerers.)
5. Never keep on examining a bulletin after a student has missed.
6. Consider all materials star rated or not rated. Skip 75%'s. In other words, the check-out must have been 100% right answers for a pass. 75% is not a pass. When you consider a bulletin or tape too unimportant for a 100% pass, just require evidence that it has been read and don't examine it at all. In other words, on those you check out, require 100% and on less important material don't examine, merely require evidence of having read.

THE "BRIGHT" ONES

You will find that often you have very glib students you won't be able to find any fault in who yet *won't* be able to apply or use the data they are passing. This student is discussed as the "bright student" in the Sept 24, '64 Pol Ltr.

Demonstration is the key here. The moment you ask this type of student to *demonstrate* a rule or theory with his hands or the paper clips on your desk this glibness will shatter.

The reason for this is that in memorizing words or ideas, the student can still hold the position that it has nothing to do with him or her. It is a total circuit action. Therefore, very glib. The moment you say "*Demonstrate*- that word or idea or principle, the student has to have something to do with it. And shatters.

One student passed "Itsa" in theory with flying colours every time even on cross-cheek type questions, yet had never been known to listen. When the theory instructor said, "Demonstrate what a student would have to do to pass Itsa," the whole subject blew up. "There's too many ways to do Itsa auditing!" the student said. Yet on the bulletin it merely said "Listen". That given as a glib answer was all right. But "demonstration" brought to light that this student hadn't a clue about listening to a pc. If *he had* to demonstrate it, the non-participation of the student in the material he was studying came to light.

Don't get the idea that Demonstration is a Practical Section. action. Practical gives the *drills*. These demonstrations in Theory aren't drills.

Clay Table isn't used to any extent by a Theory Examiner. Hands, a diagram, paper clips, these are usually quite enough!

COACHING IN THEORY

There is Theory Coaching as well as Practical Coaching.

Coaching Theory means getting a student to define *all* the words, give all the rules, demonstrate things in the bulletin with his hands or bits of things, and also may include doing Clay Table Definitions of Scientology terms.

That's all *Theory* Coaching. It compares to coaching on drills in Practical. But it is done on Bulletins, tapes and policy letters which *are* to be examined in the future. Coaching is not examining. The examiner who coaches instead of examining will stall the progress of the whole class.

The usual Supervisor action would be to have any student who is having any trouble or is slow or glib team up with another student of comparable difficulties and have them turn about with each other with Theory Coaching, similar to Practical coaching in drills.

Then when they have a bulletin, tape or policy letter coached, they have a check-out. The check-out is a spot check-out as above, a few definitions or rules and some demonstration of them.

DICTIONARIES

Dictionaries should be available to students in Theory and should be used in Theory Examination as well, preferably the same publication. Dictionaries don't always agree with each other.

No Supervisor should try to define English language words out of his own head when correcting a student as it leads to too many arguments. On English words, open a dictionary.

A Scientology dictionary is available.

Remember that with Courses becoming briefer in duration, the number of bulletins and tapes which the student must know on a Star-Rated basis is also less.

General written examination for classification, however, remains on an 85% pass basis.

Be sure that students who get low marks constantly are also handled in Review, preferably by definitions of words they haven't understood *in some former subject*. Scientology is never the cause of consistent dullness or glibness.

Processing of this nature can be on an Itsa basis. It does not have to be Clay Table. Just finding the prior subject by discussion and discussing its words *usually blows the condition*. I've seen it change the whole attitude of a person in just 5 or 10 minutes of auditing on a "locate the subject and word" basis.

Therefore, definitions exist at Levels 0 and I, but not with Clay Table or assessment, only by Itsa. You'd be surprised how well it works and how fast. "Subjects .you didn't like", "words you haven't grasped" are the discussion question.

The subject of "wrong definitions cause stupidity or circuits, followed by overts and motivators", is not easy to get across because it is so general amongst Mankind. There is a possibility that past lives themselves are wiped out by changing language, whether it is the same language that changes through the years or shifting nationality. But however that may be, don't be discouraged at the difficulties you may have in getting this principle understood and used in Scientology departments-the person you are trying to convince has definitions out somewhere also!

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L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 FEBRUARY 1965

Sthil instructors
Sthil Students

COURSE CHECK OUTS
TWIN-CHECKING

Hereafter the existing theory coaching policy of 1964 will be amplified as follows~

Students, being formed into coaudit teams, turnabout, will also do their theory check outs in pairs.

An Instructor, in doing a theory check out will have both students, that are listed as Coauditors in the Auditing Assignment Sheet, appear before him when either one requires a check out and will then check out both students on the same bulletin.

The Instructor will ask the students alternately his questions and if either student flunks, both flunk the test. This system is called Twin Checking.

It is extremely important that the flunk be given quickly by the Instructor after a short comm lag on the student's part. No coaxing by the Instructor is permitted. Reason? If the Instructor lets one of the two students flounder about, the other student will try to prompt and, at the very least, the other student is put on a withhold of the data his twin cannot answer and he can. Therefore the system will prove unworkable if the flunk is not given quickly after the er-ah-hm of one student indicates he doesn't know.

On being flunked, the students should then retire to their places in the classroom and coach each other, as covered in 1964 Policy Letters, until they feel they can pass,

They will be examined from just above the point of the flunk if done within a week. However, in case the team has been split up, all such partial pass notes on the materials of both expire. This is easy to detect without any admin overload, as both their mimeos will have the Instructor's initials at the same spot with the same date. When dates don't compare, it is a matter for single examination.

Single student exam in theory takes place whenever one student already has a pass (as from a former period or team) and the other doesn't.

However, single passing done because the student's twin is sick or has blown will work the evil of paying a student to ARC break in auditing his slower twin so as to get single passing going rather than be forced to coach or audit the other to make the slower one quicker. Therefore, students whose mate has blown or has become ill just aren't single checked. Checkouts on Theory await the return of the other. Also one mustn't be quick to re-assign a broken up coaudit team. And one changes teams only when the student goes up to the next unit when it would be a good thing to re-shuffle anyway.

Single student examination cannot be done when only one student has a partial pass and the other doesn't.

In making partial passes, the Instructor always marks both the students' mimeos. And in starting from a point again, checks both the students' materials to see if the partial pass dates and initials agree. If they don't, he dismisses one of the students back to study and examines the other and gives both a pink sheet for making the error.

The Twin Checking system presupposes students coaudit in pairs.

Practical coaching should *never* be by the pair who are assigned coauditors. Otherwise the check out system is the same as for theory.

Practical check outs will also be done in pairs and Twin Checking used. This means practical coaching teams must remain stably assigned as different from auditing assignments.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, **Sussex**

HCO POLICY LETTER OF 16 MARCH AD 15

(Reissued on 13 September 1967)

Remimeo
Academies Students
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
Supervisor's Hat

TRAINING DEPT - DIV IV
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 11 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 mis-conception 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.

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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 HOO Board of Review Examinations and examiners."
This 1967 issue changed "Instructor" to "Supervisor" throughout.)

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, **Sussex**

HCO POLICY LETTER OF 16 APRIL AD 15

Rernimeo
Sthil Students
Franchise

THE "HIDDEN DATA LINE'

Some students have believed there was a "hidden data line" of tech in Scientology, a line on which Scientology tech was given out by me but not made known to students.

This started me looking. For *there is no such line*.

I wondered if it was a "missed withhold of nothing". There can be one of these, you know. There is nothing there, yet the auditor tries to get it and the pc ARC Breaks. This is "cleaning a clean" with an E-Meter.

One pc I cleaned up very nicely had been harassed for years about "an incident that happened when she was five". A lot of people had tried to "get it". The pc was in a pitiful condition. I found there was nothing there. No incident at all! The meter read came from the charge on previous auditing. I think probably she must have sneezed or her finger slipped on the cans when first asked about "an incident when you were five".

An auditor who "sees a read" when there is no charge makes a "missed withhold of nothing".

This is the *other* side of the ARC Break-the *gone* something, the non-existence of something. No food. No money. These things ARC Break people.

So it is with a "missed withhold of nothing".

Take Johannesburg. Some years ago the field there was upset by 3 rabble rousers who alleged all manner of **f** ,Jd things about the Scientology org there. They held wild field meetings and all that. uth was these three people had done a vicious thing and screamed to high heaven when I sought to query them.

They made a "missed withhold of nothing" in the field in that area! There was exactly nothing wrong with Scientology there or us. There was something wrong with those three people. They had been stealing from the org.

The field kept looking for what was wrong with the org or us. Nothing was. So it couldn't be cleaned up because there was nothing to clean. There were three thieves who had run off with org property and defied orders to give it back. How this made something wrong with us is quite a puzzle. They are still "cleaning up this ARC Break" in Johannesburg! For it is not cleanable, not being there to be cleaned! Unless you realize there was nothing there at all! It's a missed withhold of nothing. The basic org and staff and we at Saint Hill were just doing our jobs in ordinary routine!

Governments looking for evil in Scientology orgs will go mad (I trust) as they are seeking a non-existent thing. They are easily defeated because their statements are so crazy even their own legal systems can't help but see it. So it's easily won.

The only person who goes mad on a missed withhold of nothing is the person who thinks there is something there that isn't.

So it is with the "hidden data line" students sometimes feel must exist on courses.

There is no line.

But in this case there is an *apparency* of a line.

When instructors or seniors give out alter-ised technology or unusual solutions, the student feels they must have some inside track, some data line the student doesn't have.

The student looks for it and starts alter-ising in his turn pretending to have it when *they* become instructors.

It's a missed withhold of nothing.

The *whole* of technology is released in HCO Bulletins and HCO Policy Letters and tapes I do and release.

I don't tell people anything in some private way, not even instructors.

For instance, all the instructors I taught to handle R6 we taught by my lecturing or writing bulletins for them. *Every one* of these tapes is used to teach GPM data and handling to students on the Saint Hill Course.

Any new data I have given on it has been given to all these people.

The instructor then knows only to the degree he has studied and used the very same HCOBs and HCO Pol Ltrs and tapes the student is now using.

There is no "hidden data line". To believe there is makes an ARC Break.

The *apparency* is somebody's pretence to know from me more than is on the tapes and in books and mimeos, or, brutally, somebody's alter-is of materials. This looks like a "hidden data line". It surely isn't.

All the lower level materials are in the HCOBs, Pol Ltrs or on tapes.

All the GPM materials released are here waiting for the student when he reaches that level.

One could say there was one if one was way off the main data line. But it sure isn't hidden. It's on courses and in orgs.

I laughed one time at *the* top flight US Government White House entrusted psychologist. He looked over some startling IQ changes, said such a thing would revolutionize psychology overnight if known and added "no wonder you keep your technology secret!"

That is *very* funny when you look at how hard you and I work to make it known to all!

The data line isn't hidden. It's there for anyone to have. There's lots of it is possibly a source of trouble in releasing it. But it's all on courses in Academies or Saint Hill. You could have a copy of everything in the tape library if you wanted. It might cost a lot, but you could have it.

There is no hidden data *line*.

There's a lot of data I haven't had time to write down and put on a line for sheer press of time. But I work hard to do it.

But even my closest staff and communicators when it hears of a new process or plan from me verbally, sees it in an HCOB or HCO Pol Ltr a few days later.

Don't for heaven's sake mistake alter-is by somebody as evidence of a hidden line.

In Scientology we say "If it isn't written it isn't true". That applies to orders. Somebody says "Ron said to . . ." and on a veteran staff you hear the rejoinder "Let's see it". I've had raw meat walk into an org and say "Ron said I was to have 25 hours of auditing". And in the raw meat days of orgs, they sometimes were given it. So we have learned the hard way-"If it isn't written it wasn't said".

And that applies to anybody's orders, not just mine.

And on tech and policy, it's equally true. If it isn't in an HCOB or an HCO Pol Ltr or recorded on a tape in my voice, it isn't tech or policy.

Next time you hear a pretended order or a squirrel process attributed to me, say "If it isn't written or recorded it isn't true".

And watch how tech results soar then in that area.

L. RON HUBBARD

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Tech Sec HAT
• of T HAT
• of Exam HAT
• of Review HAT

HCO POLICY LETTER OF 16 APRIL AD 15
Issue 11

TECH & Q UAL DIVISION POLICY

DRILLS, ALLOWED

(Dir of Exams must check out this Pol Ltr
on the above Hats and put on their Status
Check Sheet for Directors)

The only allowed Practical drills on any Scientology Course including PE are:

1. Modified Comm Course for PE.
2. Original Comm Course TRs 0-4.
3. Original Upper Indoc TRs.
4. E-Meter Drills contained in Book of E-Meter Drills.
5. Dissemination Drills when I write and release them.

NO other practical drills of any kind will be permitted.

Other Practical Drills are abolished. Reasons: They consume time uselessly, suppress actual processes and mess up data and cases. I did not develop or authorize these drills and have now seen that they teach alter-is of easy processes. They are not needed. They make poor auditors. I have just reviewed this matter thoroughly and have traced several training failures to these Wild cat Drills. Further, I traced several failed cases on course to them.

Somewhere along the line somebody went mad inventing "drills" and "TRs".

If this is permitted to continue, we will no longer turn out good auditors.

The standard drills as listed above have proven sufficient for years.

LEGAL CHECK SHEETS

A check sheet is only legal if approved by the Office of LRH Technical Section Saint Hill.

CHECK SHEET POLICY

A check sheet may not be changed once it is placed in a student's hands for that course.

It may be changed before being handed to the next student who enters that course but not changed on who has it.

The certificate and Classification are based on the materials in existence at the time the certificate was studied for and granted,

If a student was never classed, a student must now be classed on the lower classifications before obtaining a higher one.

To get over knotty classification exam problems where a student is being classed for a class higher than studied for after training at that higher level, a Summary Classification Exam may be given covering the essentials of auditing as they have existed for many years. If passed, all lower classes are granted.

However a student not holding non-honorary classification on entering Saint Hill

must study for his lower classes as they currently exist before being trained at an upper level. The reason for this is entirely sensible-such a student would fail at the higher level if studied at once and only it were studied. We don't want him to fail.

Grade Certificates obtained in Org HGCs are now honoured at Saint Hill. In cases which have pined poorly, however, I exercise the right to have run very low level (sub zero) processes that get the case moving well before returning to upper grades. This again is sensible.

The adjustment of cases and classes is temporary and comes from settling down new materials into place. Saint Hill is always considerably ahead, in tech and when all lower levels are released in full and have been practised and taught in orgs for a year or two, Saint Hill will no longer have to "cope" in order to get maximum auditor skill from training or maximum case gain in pes. After all, we started making Saint Hill auditors for orgs only a few years ago!

Taking unlawful items off a student's check sheet is not illegal.

To mark out legal check outs on a check sheet (cross them off) when not actually checked out is illegal.

Running a "course" with no check sheet is illegal. A Scientology Course is defined as "Progress through a check sheet".

Checking out any materials on anyone without giving a preserved credit for eventual check sheet is illegal.

HAT CHECK SHEETS

Anyone HAT checked or bulletin or Pol Ltr checked on a staff MUST now be given credit for anything checked out on them.

While STATUS CHECK SHEETS are still in process of formation and org data and hat materials is still being released for orgs, a record of anything checked out on a staff member must be kept.

There will be several of these STATUS CHECK SHEETS. They have numbers.

While the material is still being issued, the org hat checker must have a file with staff members' names in it and must record on a sheet of paper for that staff member each HCO Bulletin, Policy Letter or tape checked out on that staff member.

Later when the STATUS CHECK SHEETS are released, the already checked out items on that staff member's rough sheet are to be transferred to the proper STATUS CHECK SHEET and sets of these new check sheets will replace the original rough check sheet in the same file. "Status" is covered in a HCO Pol Ltr of similar data, "PERSONNEL".

Still later there will be actual hat BOOKS for each Division and the materials required for "status" will be in them. Until then we will use a rough system. The same material with perhaps some number changes will be in the HAT BOOKS.

The policy is: NO staff member in ANY org may be HAT CHECKED without its being recorded on a rough sheet in a staff member file and credited to that staff member!

NO REPORT

An illegible auditor's report is classed as a no-report and an illegible case folder is classed as a "no case folder".

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 MAY 1965

Issue 11

Gen Non Remimeo
Tech See Hat

SUPERVISORS

The title Instructor is changed herewith to Supervisor.

"Instructor" is a MISNOMER in Scientology. They don't instruct anyone. They actually should only *supervise* the student to make sure he is instructed by HCO Bs, tapes and books, and be sure he does his drills.

The use of "instructor" gives a tendency to alter-is tech which alter-is of tech is now the only thing that can prevent case gains.

An "Instructor" who thinks he is Instructing will be able to handle only about 115 the number of students he could handle if he *supervised*. Therefore it will cost you valuable personnel to use the term "Instructor" or let training personnel even get the idea they are instructing.

Supervisors just call rolls and make sure the proper operation of the course takes place and that the students are orderly and on schedule. They even make better auditors out of the students than instructors would.

At Saint Hill we have for many years had Theory Supervisors, Practical Supervisors, etc. The title Course Supervisor has been the title of the Saint Hill Special Briefing Course head since it began.

Therefore all instructors or Chief Instructors in the world are promoted to Supervisors, Theory Supervisors and Practical Supervisors.

L. RON HUBBARD

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[Amended by HCO P/L 27 October 1970 Issue II, The Course Supervisor, in the 1970 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 17 MAY 1965

Remirneo

TECH DIV
QUAL DIV
URGENT
CCHs

(Cancels HCO Pol Ltr 15 May 62)

The CCHs are PROCESSES. They are not drills.

HCO Pol Ltr of 15 May 1962 (replacing 2 Nov 61 HCO Pol Ltr) was written by staff. It is CANCELLED. Processes are not drills. Nobody may convert hereafter a process to a drill.

The Upper Indoc TRs *are* the drills that teach the CCHs.

The CCHs are then run on pcs.

S-C-S processes may not be drills.

Processes are done on pcs.

Drills are done by students to accustom them to the actions that will be necessary in doing processes.

Upper Indoc contains TRs 5 to 9. These are done as the ONLY practical actions leading to the student being able to run the *processes* called the CCHs.

To use a PROCESS as a DRILL leaves it unflat on students and is one of the many reasons why auditing has been taken out of Academies,

During the past few years, unbeknownst to me, a whole sphere of action built up which made students *drill* processes. I swear, there has been a "practical drill" made out of half the processes we have.

These were *all* abolished as DRILLS in HCO Pol Ltr 16 April AD 15.

Drills are just actions the student has to become familiar with before doing processes. The actual process is NEVER used as a drill. Because it is left unflat. A drill takes the action the auditor will use when doing a process and gets him familiar with it.

That's all.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 AUGUST 1965

Gen Non-Rernitneo

Issue III

DELETION OF TR 5

As TR 5 is a process, it is to be dropped as a part of the TRs. This Policy Letter cancels any reference to TR 5 in any former Policy Letter.

The Comm Course TRs are TRs 0 - 4. The Upper Indoc TRs are TRs 6 - 9.

Delete TR 5 from any Check Sheet.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 AUGUST 1965

Sthil Foundation
Students

**SCIENTOLOGY TRAINING
TWIN CHECKOUTS**

(Excerpts from HCO Policy Letters of
4 October 1964 and 24 September 1964
rewritten)

In Scientology training we use a system called TWIN CHECKOUTS. Each student is assigned a "twin" to work with. The student studies his assigned material and is sometimes coached over the rough spots by his twin. When the student knows the material, he is then given a checkout by his twin. If he flunks, he returns to study and when ready gets a new checkout. When he passes, the twin signs the assignment sheet certifying that he has grasped it. The assignment sheet is turned in to the Course Supervisor at the end of the period.

BAD STUDY HABITS

Earlier forms of education suffer because of a habit. The habit is all one's years of formal schooling where this mistake is the whole way of life.

If the student knows the words, the teacher assumes he knows the tune.

It will never do a student any good at all to know some facts. The student is expected only to use facts.

It is so easy to confront thought and so hard to confront action that the teacher often complacently lets the student mouth words and ideas that mean nothing to the student.

ALL THEORY CHECKOUTS MUST *CONSULT THE STUDENT'S UNDERSTANDING.*

If they don't, they're useless and will upset the student eventually.

Course difficulties stem entirely from the students' non-comprehension of words and data.

While this can be cured by auditing, why audit it all the time when you can prevent it in the first place by adequate theory checkout?

There are two phenomena here.

FIRST PHENOMENON

When a student misses understanding a word, the section right after that word is a blank in his memory. You can always trace back to the word just before the blank, get it understood and find miraculously that the former blank area is not now blank in the text. The above is pure magic.

SECONDPHENOMENON

The second phenomenon occurs after the student has gone by many misunderstood words. He begins to dislike the subject being studied, more and more. This is followed by various mental and physical conditions and by various complaints, fault-finding and look-what-you-did-to-me. This justifies a departure, a blow, from the subject being studied.

But the system of education, frowning on blows as it does, causes the student to really withdraw self from the study subject (whatever he was studying) and set up in its place a circuit which can receive and give back sentences and phrases.

We now have "the quick student who somehow never applies what he learns".

The specific phenomena then is that a student can study some words and give them back and yet be no participant to the action. The student gets A+ on exams but can't apply the data.

Demonstration is the key here. The moment you ask this type of student to *demonstrate* a rule or theory with his hands or the paper clips on your desk this glibness will shatter.

The reason for this is that in memorizing words or ideas, the student can still hold the position that it has nothing to do with him or her. It is a total circuit action. Therefore, very glib. The moment you say "*Demonstrate*" that word or idea or principle, the student *has* to have something to do with it. And shatters.

The thoroughly dull student is just stuck in the non-comprehend blankness following some misunderstood word.

The "very bright" student who yet can't use the data isn't there at all. He has long since ceased to confront the subject matter or the subject.

The cure for either of these conditions of "bright non-comprehension" or "dull" is to find the missing word.

But these conditions can be prevented by not letting the student go beyond the missed word without grasping its meaning. And that is the *duty* of the twin.

COACHING IN THEORY

Coaching Theory means getting a student to define *all* the words, give *all* the rules, demonstrate things in the text with his hands or bits of things, and also may include doing Definitions of Scientology terms.

The usual Course Supervisor action would be to have any student who is having any trouble or is slow or glib team up with a twin of comparable difficulties and have them turn about with each other with Theory Coaching.

Then when they have a text assignment coached, they give their twin a checkout. The checkout is a spot checkout, a few definitions or rules and some demonstration of them.

DEMONSTRATION

Giving a text assignment check by seeing if it can be quoted or paraphrased proves exactly nothing. This will not guarantee that the student knows the data or can use or apply it nor even guarantees that the student is there. Neither the "bright" student nor the "dull" student (both suffering from the same malady) will benefit from such an examination.

So examining by seeing if somebody "knows" the text and can quote or paraphrase it is completely false and *must not be done*.

Correct examination is done only by making the person being tested answer

- (a) The meanings of the words (re-defining the words used in his own words and demonstrating their use in his own made up sentences), and
- (b) Demonstrating how the data is *used*.

The twin can ask what the words *mean*. And the twin can ask for examples of action or application.

"What is the first paragraph?" is about as dull as one can get. "What are the rules given about?" is a question I would never bother to ask. Neither of these tell the twin whether he has the bright non-applier or the dull student before him. Such questions just beg for natter and course blows.

I would go over the first paragraph of any material I was examining a student on and pick out some uncommon words. I'd ask the student to define each and demonstrate its use in a made up sentence and flunk the first "Well er let me see. . . ." and that would be the end of that checkout. I wouldn't pick out only Scientologese. I'd pick out words that weren't too ordinary such as "benefit" "permissive" "calculated" as well as "engram".

Students I was personally examining would begin to get a hunted look and carry dictionaries-BUT THEY WOULDN'T BEGIN TO NATTER OR GET SICK OR BLOW. AND THEY'D USE WHAT THEY LEARNED.

Above all, I myself would be sure I knew what the words meant before I started to examine.

Dealing with new technology and the necessity to have things named, we especially need to be alert.

Before you curse our terms, remember that a lack of terms to describe phenomena can be twice as incomprehensible as having involved terms that at least can be understood eventually.

We do awfully well, really, better than any other science or subject. We lack a dictionary but we can remedy that.

But to continue with how one should examine, when the student had the words, I'd demand the music. What tune do these words play?

I'd say "All right, what use is this text assignment to you?" Questions like, "Now this rule here about not letting pcs eat candy while being audited, how come there'd be such a rule?" And if the student couldn't imagine why, I'd go back to the words just ahead of that rule and find the one he hadn't grasped.

I'd ask "What are the 3 parts of the ARC triangle?" And when the student gave them, I'd still have the task of satisfying myself that the student understood *why* those were the 3 parts. I'd ask "How come?" after he'd given them to me. Or "What are you going to do with these?"

But if the student wasn't up to the point of study where knowing *why* he used the ARC triangle was not part of his materials, I wouldn't ask. For all the data about not examining above level applies very severely to Theory Checkout as well as to Practical and general Instruction.

I might also have a stack of paper clips and rubber bands and use them to have students show me they knew the words and ideas.

Theory often says "Well, they take care of all that in Practical." Oh no they don't. When you have a Theory Section that believes *that*, Practical *can't function at all*.

Practical goes through the simple motions. Theory covers why one goes through the motions.

I don't think I have to beat this to death for you.

You've got it.

DICTIONARIES

Dictionaries should be available to students in Theory and should be used in Twin Checkouts as well, preferably the same publication. Dictionaries don't always agree with each other.

No Twin should try to define English language words out of his own head when correcting a student as it leads to too many arguments. On English words, open a dictionary.

A Scientology dictionary will be available in a few months from the date of this bulletin as one is being rushed into publication.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 SEPTEMBER 1965
Issue V

Rernimeo
Tech Div
Sthil Students

E-METER DRILLS

Having the data that Out-technology is the result of a lack of study, drill and familiarity, it is imperative that meter drills be done well.

As it is the Academy's purpose to train auditors, students must do the required meter drills for each level and must not resort to the use of a pen to represent the needle of an E-Meter.

Irrespective of whether a student is or is not a Release, these drills must be done. If a student should have a coach whose needle only floats, that student should request of the Supervisor another coach.

The state of Release can always be rehabilitated, so the Academy should not be overly concerned with the protection of Releases. Studying the mind and spirit of Man may be restimulative, but it is the only way through and out.

A real Roller Coaster of processing results is never because of restimulation caused by training, it is always the sole result of association with a Suppressing Person.

Don't back off in the training of auditors. Only a well trained auditor will eventually make it all the way to Clear.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 DECEMBER 1965

Remimeo Academy Students other than St Hill

Tech Division-Qual Division

STUDENTS GUIDE TO ACCEPTABLE BEHAVIOUR

GENERAL

1. Adhere completely to the Code of a Scientologist for the duration of the course and behave in a manner becoming to a Scientologist at all times.
2. Get sufficient food and sleep. Always eat breakfast before class and morning sessions.
3. When being a preclear, be one, not a student or auditor. When being an auditor, be an Auditor, not a student or preclear. When in class and lectures, be a student not an auditor or a preclear.
4. Get off all your known withholds. Know definitely that you have absolutely no hope for case advancement unless you get these known withholds off to your auditor. Any violation of rules must be reported by the auditor on the auditing report for the preclear so that they are no longer withholds from L. Ron Hubbard, Mary Sue Hubbard or Supervisors.
5. If you don't know something or are confused about course data, ask a Supervisor or send a despatch. Do not ask other students as this creates progressively worsening errors in data. Also dispatches from you to L. Ron Hubbard will be relayed if you place all such in the basket marked "Students Out".
6. Students may only use the coin box telephone during non class periods.
7. You must get the permission of the Office of L. Ron Hubbard to leave course before you are allowed to leave. You won't be released if there is any doubt that you are inadequate technically or your case is considered in poor condition. Give an advanced warning as to when you are leaving.

A VDITING

8. Do not consume any alcoholic beverage between 6 a.m. on Sundays and after class on Fridays.
9. Do not consume or have administered to yourself or any other student any drug, antibiotics, aspirin, barbiturates, opiates, sedatives, hypnotics or medical stimulants for the duration of the course without the approval of the D of T.
10. Do not give any processing to anyone under any circumstances without direct permission of the D of T. (Emergency assists excepted.)
11. Do not receive any processing from anyone under any circumstances without the express permission of the D of T.
12. Do not engage in any "self-processing" under any circumstances during the course at any time.
13. Do not receive any treatment, guidance, or help from anyone in the healing arts, i.e. physician, dentist, etc, without the consent of the D of T/Ethics Officer. (Emergency treatment when the D of T is not available is excepted.)

14. Do not engage in any rite, ceremony, practice, exercise, meditation, diet, food therapy or any similar occult, mystical, religious, naturopathic, homeopathic, chiropractic treatment or any other healing or mental therapy while on course without the express permission of the D of T/Ethics Officer.

15. Do not discuss your case, your Auditor, your Supervisors, your classmates, L. Ron Hubbard, HCO WW personnel or HCO WW with anyone. Save your unkind or critical thoughts for your processing sessions or take up complaints with any supervisor.
16. Do not engage in any sexual relationships of any nature or kind or get emotionally involved with any classmate who is not your legal spouse.
17. Follow the Auditor's Code during all sessions when being the Auditor.
18. Follow technical procedure as outlined on the course exactly and precisely.
19. Be honest at all times on your auditing report forms. Stating every process run, Tone Arm changes and times, sensitivity setting, cognitions of your preclear and any changes of physical appearance, reactions, communication level, or otherwise what you observe in your preclear.
20. Place all reports in the folder of your preclear after each session, turn into the Examiner for classification.
21. Students must not read their own report folder or that of another student, unless he is auditing that student.

PREMISES

22. Do not make any undue noise either indoors, or when leaving class.
23. Use the correct entrances for entering and leaving the premises.

QUARTERS

24. Do not put cigarettes out in plastic waste baskets or on the floors.
25. Keep all your bulletins, supplies and personal possessions in the space allotted to you and keep your space neat and orderly.
26. Students are allowed to smoke during breaks only and always outside any study or auditing quarters.
27. The basket marked "Student In" is the basket where all communications, bulletins or mail to students are placed. Always check this basket daily to see if you have received any communications.
28. Report and turn in any damaged property or goods used on the Course. Protect and keep the premises in good condition.
29. No food may be stored or eaten in the Classrooms at any time.

SCHEDULES

30. Be on time for class and all assignments.
31. Buy any books you need from the invoice clerk at appointed times.
32. Follow all schedules exactly.
33. Study and work during your class periods and over weekends. You have a lot to get checked out on in order to get a course completion. You can't afford to waste time.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
Tech Hats
Qual Hats
Students

HCO POLICY LETTER OF 12 OCTOBER 1966
Issue IV

EYAMINATIONS

A student must not discuss any examination with anyone outside the Qualifications Division. To give examination information to other students in order to assist them shows a misguided understanding of help. A student should pass an examination on the basis that he does know and can apply the data, not on the basis that he knows and can pass the examination. Only by being able to know and apply the data can a student be an accomplished auditor at any Level.

Therefore, students are not to discuss examinations with other students for whatever reason.

Further, students who fail examinations or any question thereon are not to discuss such failure or reasons for such with anyone other than the personnel of the Qualifications Division. This regulation includes not only other students, but Course Supervisors. Data as to examination failures is supplied from the Qualifications Division to the Technical Division, and a student, not knowing the data sufficiently well, can cause Dev-T by reporting false data to a Course Supervisor as to why the examination was failed.

Any student who feels that he has been incorrectly failed on an examination can report the matter to Ethics. This is the proper line for any complaint the student may have concerning an examination, if such still seems incorrect after taking it up with the Qualifications Division.

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Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, 1 East Grinstead, Sussex

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HCO POLICY LETTER OF 29 DECEMBER 1966

All Staff

Day and Fdn **ROUTING AND HANDLING OF SHSBC, DIANETIC,
SOLO VI AND ACADEMY STUDENTS**

Any student on the Foundation SHSBC, Dianetic, Solo VI and Academy Courses is first and foremost a student during the Foundation hours. This rule is true regardless of what other activities they undertake on their own time.

ORDERS AND ROUTING

Any orders or routings given to a student by another section of the Org which will interfere with course hours must be done via the Tech Director, Training Officer and the Course Supervisor of the student concerned. The sole intention of the latter is to prevent students from disappearing from course into the HGC, Review, or anywhere else, without the supervisor having directly sent the student.

Haskell Cooke	Org Sec F
Frank Freedman	D/Qual F
Julia Galpin	D/HCO F
Julia Galpin	AC F
Julia Galpin~	LRH Comm F
Otto Roos	Ad Council SH
Ken Delderfield	LRH Comm SH
Pam Percy	Ad Council WW
Philip Quirino	LRH Comm WW
Sheena Fairchild	Guardian Comm WW

Mary Sue Hubbard

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The Guardian
for
L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 18 SEPTEMBER 1967

Remirneo
Academies
SHSBC

STUDY

COMPLEXITY AND CONFRONTING

In some researches I have been doing recently on the field of study, I have found what appears to be the basic law on complexity.

It is:

THE DEGREE OF COMPLEXITY IS PROPORTIONAL TO THE DEGREE OF NON CONFRONT.

Reversing this:

THE DEGREE OF SIMPLICITY IS PROPORTIONAL TO THE DEGREE OF CONFRONT

and

THE BASIS OF ABERRATION IS A NON-CONFRONT.

To the degree that a being cannot confront lie enters substitutes which, accumulating, bring about a complexity.

I found this while examining the subject of NAVIGATION in order to teach it and clarify it.

I found that Man had based the subject on an incorrect primary assumption. All subjects have as their basis a point of first assumption. In Man's technology this is usually weak and non-factual which makes his technology very frail and limited. To reform a subject one has to find this primary assumption and improve it. This reforming of technical subjects is of great interest to us because *our* subject Scientology is advanced even beyond the space travel technologies of very high civilizations. Yet it is flanked on all sides by Man's corny antique technology in the field of physics, chemistry, "mathematics" and so on. This tends to hold us back somewhat. We strained his tech forward to get the E-Meter, the one thing we had to have.

In Navigation, man bases the whole subject on the assumption that one can't confront where he came from or is going or where he is. It assumes he is lost,

This is a basis assumption of non-confront. He can't directly see where he has been or where he is going at sea-it is so large-so he takes off from a point of no-confront in all his reasoning in the subject.

Therefore he goes into a series of symbols and begins to substitute symbols for symbols. This winds him up in a mass of complexity. One spends 90% of his time in studying this subject trying to find out what symbols the symbols are meant to represent. He says in his texts "G.H.A." On search we find this means "Greenwich Hour Angle". On further search we find this means what angle some heavenly body forms when related to Greenwich as Zero. On further search we find the idiocy that the navigator's clock tells angles in HOURS when all he needs is a clock face giving 360 degrees. This is of course complete nonsense. Why *hours*, and two sets of 12 at that (midnight to Noon and Noon to midnight) when what he is trying to find out is how many *degrees* of time has passed. He refers his time to the Sun which, because of the rotations of earth every 24 hours, appears at an increasing number of degrees from Greenwich England as the day advances.

Because he starts from a no-confront of ship or plane position he then carries no-confront through the whole subject. If a man isn't lost as he begins to "navigate" he very often is when he finishes'

Actually no ship or plane is ever lost as to position. One knows he is on Earth and

in what ocean and on what side of what ocean and the subject really should be one which merely lets one CORRECT his position a bit.

Man in this subject of navigation even scorns direct observation (confront) and calls it "jackass navigation!"

In actual fact real navigation is the science of recognition of positions and objects and estimation of relative distances and angles between them.

The subject is made complex because it has become, in Man's hands, the substitution of symbols for symbols all based on the assumption that he can't confront his departure, his current spot or his point of arrival.

Out of this, with further study in other fields, I found that any complexity stemmed from an initial point of non-confront.

This is why looking at or recognizing the source of an aberration in processing "blows" it, makes it vanish.

Mental mass accumulates in a vast complexity solely because one would not confront something. To take apart a problem requires only to establish what one could not or would not confront.

The basic thing man can't or won't confront is evil.

These people who always rationalize evil behavior-"He wasn't feeling well which is why he murdered the policeman", etc., can be counted on to voice some theetie-weetie (goodie-goodie) justification for somebody's thoroughly evil conduct. Mr. X wrecks a house and you remark on it and Miss Theetie Weetie will feel compelled to say, "Oh, Mr. X had a poor childhood and he didn't mean any wrong . . ." She can't confront the simple but evil fact that Mr. X is a complete dog. One feels his hair stand on end when Miss Theetie Weetie does this because one is observing a complete non-confront on the part of Miss Theetie Weetie. She is too unreal to do other than make one feel he has had an ARC Break.

One will also find that Miss Theetie Weetie leads a horribly complex life-adjusting her thinking to agree with "air spirits" and leaving her family because there might be mice in the basement.

When no-confront enters, a chain may be set up which leads to total complexity and total unreality.

This, in a very complex form we call an "aberrated condition".

People like that can't solve even rudimentary problems and act in an aimless and confused way.

To resolve their troubles requires more than education or discipline. It requires processing.

Some people are so "complex" that their full aberration does fully not resolve until they attain a high level of OT.

A large number of people de-aberrate just by the education contained in Scientology as they find in our subject the natural laws of life and seeing (confronting) them, "blow" huge holes in their complexities and aberrations.

Therefore the above laws are very important ones as they explain what aberration really is and why processing really works.

Aberration is a chain of vias based on a primary non-confront.

Processing is a series of methods arranged on an increasingly deep scale of bringing the preclear to confront the non-confront sources of his aberrations and leading them to a simple, powerful, effective being.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 18 OCTOBER 1967
Issue VII

Remimeo

ACADEMY
ETHICS

ACADEMY CHECKSHEETS

SUPERVISOR CONDITIONS

Academy cheek sheets should be designed to be covered in one week for Theory and one week for Practical for each level 0 to IV.

If a student is more than 2 weeks on one of these Theory or one of these Practical Courses then the Supervisor for that level, theory or practical, is placed in Non Existence Condition.

The secret in getting students through is keeping Ethics in in the Academy. Time lost because the student is sent to Ethics or Review is not counted and is added to the 2 weeks allowed.

The rest of the secret is to spot a slow student at once and get a CORRECT Remedy A and Remedy B done on him, in Remedy B listing for and finding the correct troublesome PT subject and then listing that for similar past subjects being careful not to restrict the past question to this life as it is almost always an earlier life. In Remedy B getting the correct item off each of the 2 lists (the PT list and Past list) will always dig any non-SP student out. In doing Remedy A one lists for the misunderstood word and gets the correct one.

A Supervisor can chit a Review Auditor for job endangerment if Review fails to straighten up the student or accumulates a backlog.

Seniors who fail to assign non-existence to such a Supervisor are in turn up the line so assigned.

Academics tend to slow or stop students with SHSBC cheek lists or unreal or altered training and so bar out Scientologists. We don't expect that much from Academy grads.

On the Dianctics Course it should be 1 month of training. If a student is in that course more than 2 months the Supervisor goes into lion-existence as above.

In Evening Courses, one month for theory and one month for practical should be the design. If a student is on more than 2 months then the Supervisor goes into Non Existence.

Supervisors so assigned non-existence get out of it by applying the formula and are upgraded when they have done so to Danger until they have applied that formula and so on back to Normal Operation or above.

The Int Tech Officer WW is responsible for the shortness and adequacy of these check sheets. Many have been done in the past and there is little labour involved in reissuing them.

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HCO POLICY LETTER OF 8 MARCH 1968

Remimeo

CHECKSHEETS

ALL CHECKSHEETS FOR DIANETIC COURSES, ACADEMY COURSES, SHSBC AND INTERNES MUST BE ORIGINATED AND PASSED ON BY WW BEFORE USE AND MUST BE STANDARD WW TO COMPILE, ORIGINATE AND REGULATE ALL CHECK-SHEETS UP TO VII.

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HCO POLICY LETTER OF 19 OCTOBER 1968

Remimeo
All staff
All students

**COURSE COMPLETION
STUDENT INDICATORS**

When a student has finished a course, he should want the next course in training. If not, out Tech or out Ethics or both. Just as a PC's good indicators should be in wanting next level of auditing, so should a student's good indicators be in wanting next level of training. If this is not the case something missed by the supervisor or student or both the supervisor and the student.

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Founder

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Saint Hill Manor, East **Grinstead, Su**

HCO POLICY LETTER OF 24 OCTOBE

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SUPERVISOR KNOW-HOW

Running the Class

To be an effective Supervisor one must know that there is Standard Tech and therefore that there is Standard Supervision,

Tech is contained ONLY in HCOBs, tapes and books written and issued by LRH. So is Standard Supervision.

The Supervisor's job consists of

1. Noting that the class members are present on time.
2. Calling roll.
3. Introduction of new students or those returning from the Examiner.
4. R. Factor for new comers.
5. Handling queries and/or questions regarding the course and its running.
6. Ensuring that space and equipment are available.
7. Seeing that Tech Services personnel provide top service and no sloppy "help yourself to what ever you want".
8. Seeing that breaks are started and completed promptly with Rollcall.
9. Area must be neat and tidy at all times. Uniform chairs and tables used and squared away, excess student gear stowed elsewhere.
10. A library containing all the books and pabs should be available should the bookstore run out of literature.
11. Students do not arrive or leave on their own accord.
12. They are not to interrupt each other at work and all questions should be directed to the Supervisor who will refer them to the material which contains the information required.
13. NEVER NEVER allow anyone to walk in and interrupt or address any student on course.
14. The Supervisor is there and there on time.
15. The schedule runs exactly on time, never varying.

As Supervisor it is your responsibility to eradicate any barriers or hindrances presented which distract the student from studying. This includes extra curricular activities.

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Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 24 OCTOBER 1968

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Supervisor's Hat
Supervisor's Checksheet

Issue II

SUPERVISOR KNOW-HOW

Handling the Student

To be an on-the-ball Supervisor, one should be oneself fully trained on the level one is supervising. It is by far preferable to be a Class VIII with a full grasp of Standard Tech.

As Tech once whittled away across the planet and finally went so badly out it had to be urgently rescued, it follows that out-supervision must have pioneered the route of out-tech. So it's no light matter not knowing one's business as a Supervisor and the consequences of mis- or non-application of study data.

These must be known. As the student is a student, it follows there is some willingness to learn. This must be validated and encouraged including by unmentioned wins as in TR 4.

As he or she is there to study attention must be channeled and kept on that vector and any side tracks knocked out and eradicated during the period set aside for study.

Any difficulties arising (and there will be in the course of study) refer the student to materials just ahead. Locate, indicate and get defined the misunderstood.

Handle any student having trouble with study by:

- (a) Getting hold of the material he is studying.
- (b) Getting hold of the material he was studying. (o) Finding what he says he has trouble with.
- (d) Take up the area or material PRIOR to it and find what is bugging him. (e) Remedy A and B handles this also.
- (f) Do not send a student to review unless he says he wants a review-then send him to the examiner.
- (g) If the student doesn't apply this data on dope off and misunderstands, then a pink sheet on the HCOBs will handle that. Clay Table Training HCOB 11. 10.67 is most beneficial when applied exactly.

It sometimes appears that you have a different or difficult student on your course.

The same rules apply. Standard Tech is applicable and works on all cases.

What you are doing and using is straightening their heads out. So don't desist. Keep at it until the guy gets the idea, does it himself and starts cleaning up misunderstands in the standard manner.

He'll do it on his own and then on others.

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HCO POLICY LETTER OF 24 OCTOBER 1968
Issue III

Remirneo
Supervisors
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Supervisor Hat
Supervisor Checksheet

SUPERVISOR KNOW-HOW

R Factor to Students

When a student has enrolled his last stop is at the supervisor's desk.

An R Factor as follows should be made:

Welcome the student to the course and tell him the name and level. Give him the time it starts and ends with break periods.

Any business is to be conducted out of study hours and no random breaks are allowed.

Inform him of the rules, setting up of chairs and tables, where clay demo table is, notice board, master checksheet and additions or subtractions, points system and checkout system and how it operates.

THEN send him off to tech services to get his materials; when he returns say "Start".

This action immediately establishes 8C for the student and he now knows who is in charge.

All his queries and questions are to be referred to the supervisor, as he must know it is the supervisor's job to refer students to where data may be found in the materials.

It is not anybody's job and certainly not another student's responsibility to do so.

Students are introduced at the beginning or end of a study period, not during.

Students *returning from* the examiner are announced-the only break. The response is inevitably enthusiastic and the students get busily back to work after such a success.

Those from cramming or who have flunked are returned unannounced,

On Friday nights the last half hour is spent on graduation when top students and those who have certified or classified or graduated are announced. The graduate is usually allowed to address the group and this would consist of the knowledge obtained from Scientology, what a wonderful group of people to work with the group was, what next course or study will be done, etc.

End off with asking how they did. You might even be surprised at the result of implementing a safe, stable study *environment, well* controlled and done with Standard Supervision.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 24 OCTOBER 1968
Issue IV

Remimeo
Supmisors
D of T's
Supmisor Hat
Supmisor Checksheet

SUPERVISOR KNOW-HOW

Tips in Handling Students

From time to time it will be found that when students enroll on a course, the question of misunderstands arises. This is best handled by getting the student to hunt up and define *with the source* of the definition (HCOB Date book name and page no.). This allows the student to grasp the meaning of the words used in the study of Scientology. Words other than Scientology or Dianetic words are also clarified.

A real stopper can be the words Scientology or Dianetics. Consult the student's understanding and not just accept what sounds like a definition of these two words.

Simple points like "why is level 0 level 0?" can produce astonishing resurgences in study velocity.

Using the questions "where were you doing well" and "where did you notice you ceased doing well" zeroes in on the point or word or principle misunderstood and sometimes just the first question blows the lot.

On many occasions it's the first word on the material or the title of the HCOB so even check these.

Sometimes tracing back where or when the student heard of Dianetics or Scientology blows the trouble.

These points must be handled skillfully and rarely more than once on any occasion. Take it lightly and let the student win.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 8 MAY 1969
Issue I

Remimeo Supervisor's Course

HOW TO TEACH A COURSE

Note: We learned these exact data the hard way over the years. An empty class with no enrollees is traced always to violation of these points. People like it this way. It makes auditors. The moment you violate this you have a clinic not a class and you wind up with no auditors trained.

A Course should be taught very tough. The Supervisor's first premise is that a Student *doesn't have a case*. There is an old training rule in Dianetics and Scientology-if a mist forms on a mirror held up to, the student's mouth, he can carry on. Never sympathise with a student, just *train* him.

THREE VITAL DATA

There are three vital data which make the difference between a successful course and one which fails utterly. They are-

1. EXACT SCHEDULING.
2. SUPERVISOR PRESENCE.
3. SUPERVISOR REFUSAL TO ANSWER TECH QUESTIONS BUT *ONLY* REFERS THE STUDENT TO THE MATERIALS.

Exact scheduling means just that. The course has a daily schedule, it is known to each student, and it is adhered to exactly. The course commences each day and after each break exactly on time, with a brisk, snappy rollick. It is ended exactly on time by the Supervisor.

The Supervisor must be present with the class at all times and ON TIME. Continuous inspection of what is going on, correction by referral to the right bulletin, and just being there as a Supervisor will bring about trained students.

The Supervisor should know the materials of the Course so well that he can refer students quickly and easily to the relevant material, when asked questions. When a student asks a question about a TR, this is answered only by reading the TR to the student from the Bulletin.

MISUNDERSTOOD WORDS

Misunderstood words **MUST** be handled. HCO Policy Letter 26 August 1965, HCO Bulletin of March 10, 1965 and the Study Tapes give the phenomena and its handling.

Tony Dunleavy

CS-2 Training Aide
for
L. RON HUBBARD
Founder

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[Amended by HCO P/L 27 October 1970 Issue 11, The Course Supervisor, in the 1970 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 8 MAY 1969
Issue III

Remimeo Dianetic Supervisor's Course

ENTURBULATIVE STUDENTS

The Supervisor on a course should not try to handle enturbulative students on a course. The vast majority of students are willing, eager to learn and just get on with it. Normal student difficulties in a well run course are easily handled by misunderstood word technology.

Send any enturbulative student either to Review (the Qual Examiner) for correction (but only if he says he wants a review) or to the Ethics Officer for ethics action. Note-the policy on Ethics handling of students and gradient of Ethics will be on the checksheet.

They should be returned to you when properly straightened up.

Failure to do this will invariably cause a complete disruption of your course and you to fail as a Supervisor. Don't neglect it. Get them off the course fast. Not to do so is to penalize the good students without helping the enturbulative ones either. Omission of this action betrays the whole class.

Tony Dunleavy CS 2 - Training Aide for L. RON
HUBBARD Founder

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HCO POLICY LETTER OF 16 MAY 1969

Remimeo
Dn Checksheet

COURSE ADMINISTRATION

Usually, particularly with a large class-more than 18-the Course Supervisor should have a COURSE ADMINISTRATOR.

The Course Administrator's purpose is TO HELP THE COURSE SUPERVISOR KEEP ALL BODIES CORRECTLY ARRANGED PLACED OR ROUTED AND TO KEEP ALL COURSE MATERIALS FOLDERS RECORDS CHECKSHEETS INVOICES AND DESPATCHES HANDLED, FILLED OUT AND PROPERLY FILED.

The essence, whether we have an Administrator or not is to:

Have adequate materials, packs, books and checksheets.

Issue what is needed promptly.

Demand what must be filled in promptly.

File precisely.

Keep the course comm lines (In and Out baskets) flowing.

Don't tolerate lack of materials, books, forms or make the students "make do" with less than needed.

Safeguard don't lose and keep neatly available all materials records and admin items.

The Invoice system of a course is an item that has to be kept in. If in an org you don't find it in, you force it in.

The Course Supervisor receives a copy of the invoice enrolling the student. This is the student's "pass" to enter the course. It means he has paid and financial arrangements are finalized.

Without this you don't let the applicant on the course.

This saves several things and prevents heavy upsets. You can actually teach a whole course and then find suddenly it wasn't economical for the org as the Registrative end of it which is not in the Course Supervisor's view, fell down and no money or little money was taken in.

A student who isn't properly enrolled is a freeloader and has a withhold that prevents gain. Also, you will find that those who don't contribute don't value the course and you get eriturbation.

The Course Supervisor works hard, he suddenly finds he can't have materials or facilities or promotion because it isn't "economical". If he has his invoices he KNOWS how much is being made and can demand some portion of it to keep his course going or to get help for it.

The Course Supervisor can and should reject an N/C (No charge) Invoice or a "courtesy" invoice.

If he gets an award invoice he must insist that the awarding org pay for it even to himself.

The "withhold from salary" invoices are often not deducted in fact and by keeping track of these, the Course Supervisor can demand evidence these sums have been paid in.

Training makes the most profitable income of the org as it requires the least expenditure. An org can almost go broke doing only auditing. It's training that makes income for use. Auditing absorbs the income in overhead. Yet training gets the least facilities and supplies and help while being the most important income producer.

Money made in training students must also cover supplies, study packs, books, sufficient help, quarters, uniforms for Course personnel, etc. Course income should result in heavy expenditure on course promotion.

This is the way Dianetics and Scientology will spread-through training.

A tightly scheduled, smartly run course is always full. It goes empty the moment it goes slack. This is a startling fact. People *detest* (by years of experience in orgs) a sloppy, permissive, badly disciplined Course run with inadequate materials and supplies.

You can say with certainty loud and clear that an empty course has been badly scheduled, the Supervisor not on deck on time, materials lacking. The moment these points get IN, the course fills up.

Excellent, neat admin is all part of a well run course. Things filed, marked up, issued smoothly and promptly. Students routed quickly, gotten in action.

NOTHING BACKLOGGED

That is the motto of a good course. Handle everything that comes up NOW and completely. Any backlog is death to smooth administration.

Be precise and definite, don't fumble around.

Absent students, late students, enturbulative students, you turn the matter over to Ethics at once. If Ethics doesn't handle right now, hit the Exec Council with "Where's Ethics?" You can't run a course and be the E/O of the org also!

All this applies even to a Gung Ho group.

Running a course is a GROUP action performed with at least a rudimentary org pattern backing it up.

A list of the current course materials papers and files should be furnished every Course Supervisor.

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Founder

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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.

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W/O Ira Chaleff
Chief Officer AO INT
for
L. RON HUBBARD
Founder

[Note: HCO PIL 28 January 1969 referred to above is in Volume 5, page 94. HCO P/L 22 July 1969 has itself since been cancelled by HCO PIL 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 27 JULY 1969

Rernimeo
Dian Course
All Courses

WHAT IS A CHECKSHEET

The "Checksheets" is a Scientology development in the field of study.

A CHECKSHEET is a form which sets out the exact sequence of items to be studied or done by a student, in order, item by item, on a course. It lists ALL the materials of the course in order to be studied with a place for the student (or the person checking the student out in the case of a Starrate Checkout) to put his initial and the date as each item on the Checksheets is studied, performed or checked out.

The Checksheets is the programme that the student follows to complete that course.

Every student is given a complete Checksheets at the start of a course. It is not added to after he has started working on it. It is in its final form when it is handed to him.

It may be added to for those who enroll later but is not added to during the course.

The data of the course are studied and its drills performed *in* the order on the checksheets. The student does not "jump around" or study the material in some other order. The materials are set out in the Checksheets in the best order for study by the student so that he covers all the material in logical sequence.

Further, following the exact order of the Checksheets has a disciplinary function which assists the student to study.

The student's initial beside an item is an attestation that he knows in detail AND can apply the material contained in that bulletin, Policy Letter or tape, or that he has done and can do that drill. The initial of the supervisor or another student against a Starrated item is an attestation by him that he has given the student a Starrate checkout on the item in accordance with HCO Policy Letter of 14 May 1969 Issue 11 "How to do a Starrate Checkout" and that the student has passed.

The Course Supervisor MUST inspect students' checksheets daily to ensure that all students are following the Checksheets in its correct set out order, and that the student is making good progress through it.

"Through a Checksheets" means through the entire checksheets-theory, practical, all drills-and done in sequence.

When a course consists of three times through the Checksheets, the student goes through three entire Checksheets once, theory, practical and all drills in sequence, completing that, and then goes through the entire next checksheets a second time, then goes through a third checksheets fully a third time. There is no difference in what is studied and how it is studied the second and third times through-or any subsequent times through the Checksheets! It is done fully each time-theory, practical and all drills (including all study drills).

RETRAINING

"Retraining" or "back to Course for retraining" or (per step [21 in handling a student who fails to get a good result-HCOB 16 July 69, URGENT - IMPORTANT) "Send student back to training" means that the student is sent to Cramming to get straight exactly what is missed and then back to Course and does THE ENTIRE COURSE AGAIN, three times through the checksheets if that is the course (such as the Dianetics Course). No short cuts or skimping is allowed on retraining, as a student who fails to apply one aspect of the course had a misunderstood which would have prevented him from fully grasping and understanding the other material on previous times through the Checksheets. Also-NUMBER OF TIMES OVER THE MATERIAL EQUALS CERTAINTY AND RESULTS (a major study datum which has been proven beyond any question in Dianetics and Scientology).

It is illegal to run *any* Course on any subject without a checksheets in Dianetics and Scientology.

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Ens. Tony Dunleavy
Planning & Training Aide
for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 JULY 1969

(Cancels HCO P/L 24 May 1969
Progress Board)

Rernimeo
Dian Sup Crse
All Sup Crse
All Crse Sup &
Admin Hats

STUDENT PROGRESS BOARD

Every Dianetics and Scientology Course must have a Student Progress Board.

The purpose of the board is to clearly indicate to Supervisor and students the progress each student is making through the course, whether he or she is making expected progress and any students which may need to be sent to Qual for correction such as Remedy B.

The Board has a column for each major cycle of action of the course. For the USDC this would be one for each time through theory and practical, one for the pre-auditing exam, one for Auditing and one for final exam. See sample Student Progress Board below.

Each student's name is written on a small card, stuck in the Board with a thumb tack, and moved along to the next column as the student progresses through the course.

If the student does not keep pace with expected completions, such as he falls a week behind, a red slash mark is put on his card. If he falls two weeks behind schedule a second slash mark is placed on his card.

The Course Administrator keeps the Student Progress Board and is responsible for its existence and condition. The Board must be posted conspicuously for all to see. **THE BOARD MUST BE KEPT UP TO DATE AT ALL TIMES.**

When a new student joins the course the Course Administrator immediately writes the student's name on small card and pins it up in the first column. The Administrator moves the students' cards along as they progress through the course and puts slashes on the cards as warranted. The Administrator informs the Course Supervisor if the board is indicating a student is not making expected progress, but the Supervisor himself must also frequently check the Board and take any appropriate actions.

Students undergoing retraining are on the Board with their names on a different coloured card, such as green for second time through the course, blue for third time, red for fourth time, etc.

ADMIN BASKETS

As a double check on student progress, a stack of eight baskets is used. They are marked as follows: -

1. One week.
2. Didn't complete materials in one week.
3. Two weeks.
4. Didn't complete materials in two weeks.
5. Three weeks.

STUDENT PROGRESS BOARD
(Name of Course)

FIRST TIME

SECOND TIME

THIRD TIME

EXAMS AND AUDITING

Theory

Practical

Theory

Practical

Theory

Practical

Pre-Exam

Auditing Final Exam

6. Didn't complete materials in three weeks.
7. Auditing and exams.
8. Didn't complete auditing or exam.

Again students' names on cards are used, different colours for retrain. When a student has been on course for one week, the Administrator places his card in the "one week" basket, or (if he didn't complete his materials) in the "Didn't complete materials in one week" basket.

In the latter case, the student's card on the Progress Board is red slashed and the Supervisor notified so he can take appropriate action.

The Course Administrator keeps these baskets always up to date.

RECORD OF SESSIONS GIVEN

The Course folder Administrator is also to keep a posted list of sessions given by students. Each session is graded Well Done or Flunk as indicated by the Case Supervisor. The student too should keep this form as a record which indicates he has complied with the auditing requirements of the course.

One sheet per auditor

STUDENT AUDITOR

DATE

AUDITING COMPLETIONS

DATE	PCS	AUDITED	ALLOTTED	HRS	GAINS OR WELL DONE	FLUNK
	SPACE			AUDITED	MIRACLES	

Ens. Tony Dunleayy Planning and Training Aide for

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 Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 NOVEMBER 1967
(Revised and Reissued 18 July 1970)

**Student Hat
Remimeo**

*ALL STUDENTS
ALL COURSES*

OUT TECH

If at any time a supervisor or other person in an org gives you interpretations of HCOBs, Policy Letters or tells you, "That's old. Read it but disregard it, that's just background data", or gives you a chit for following HCOBs or tapes or alters tech on you or personally cancels HCOBs or Policy Letters without being able to show you an *HCOB* or Policy Letter that cancels it, **YOU MUST REPORT THE MATTER COMPLETE WITH NAMES AND ANY WITNESSES ON DIRECT LINES TO THE INTERNATIONAL ETHICS OFFICER AT WORLDWIDE. IF THIS IS NOT IMMEDIATELY HANDLED, REPORT IN THE SAME WAY TO YOUR NEAREST SEA ORG MAA.**

The only ways you can fail to get results on a pc are:

1. Not study your HCOBs and my books and tapes.
2. Not apply what you studied.
3. Follow "advice" contrary to what you find on HCOBs and Tapes.
4. Fail to obtain the HCOBs, books and tapes needed.

There is no hidden data line.

All of Dianetics and S~ientology works. Some of it works faster.

The only real error auditors made over the years was to fail to stop a process the moment they saw a floating needle.

Recently the felony has been compounded by disclosure of the facts that data and tapes have been deleted from checksheets, data has been "relegated to background" and grades have not been in use fully to complete end phenomena as per the Process column on the Classification and Gradation Chart. This caused an almost complete unMock of the subject and its use. I am counting on you to see it is not allowed to happen EVER AGAIN.

Any supervisor or executive who interprets, alters or cancels tech is liable to the assignment *of* a Condition of Enemy. *All* the data is in HCOBs or Policy Letters or on tape.

Failure to make this mimeo known to every student carries a S 10 fine for every student from which it is withheld.

L. RON HUBBARD
Founder

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[Note; The original issue appears in Volume 1, page 472.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, **Sussex**
HCO POLICY LETTER OF 22 JULY 1970
Issue III

Remimeo
All Orgs' ECs
Franchises
2nd Mate
Tech Sec
Tech Trg I/C
Course Sup

TECH RETREADS AND RETRAINING

(Amends HCO P/L 6 Dee '69 Issue V "Tech Retreads and Retraining", which ordered a checksheet done three times through after a flubbed session or flunked exam)

Retreading is different than retraining.

RETREAD is brushing up one's study and knowledge and application of Tech on the course one is re-doing. It is a commendable action on one's own determinism.

Any course already completed may be retreaded. The current checksheet of that course is done once through starrates starrated. The remaining training requirements as given in HCO Policy Letter of 10 July, 1970 "Training Requirements Eased" apply.

RETRAINING is quite different in that where the student has continually flubbed sessions or Tech actions or flunked exams, it is assumed he does not have a grasp of the data.

The student is sent to or kept in the Department of Technical Correction where the situations of the student's knowledge of and application of Tech are established and the student is corrected with cramming and auditing as necessary.

It is then established whether or not the student is retrained on the checksheet just completed and any earlier checksheets that may have been incompletely studied.

A retrain is done in the Department of Training, Div IV, for Tech Div Courses or in the Staff Training Unit which is in the Staff Training and Auditing Section, Department of Personnel Enhancement, Div V, for Correction Div Courses.

In retraining the student may be ordered to re-do the full requirements of the checksheets or the whole checksheet only once starrate or only a section of the checksheet starrate, depending on the grossness of the goofs.

The Tech C/S, Tech Sec, D of T or any Course Supervisor may order a student directly to retrain on the checksheet the student is currently studying if the student is found to be flubbing auditing or Tech actions.

A Course Supervisor accepts a student for Retread or Retrain and ensures that the student completes the checksheet in accordance with study data.

D/CS-5 for L. RON HUBBARD Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 MARCH 1971

Course Super Cse Course Super Checksheets LRH,Comm to Enforce

WHAT IS A COURSE?

In Scientology a course consists of a *checksheet* with *all* the actions and material listed on it and *all* the materials on the checksheet available in the same order.

"Checksheet Material" means the policy letters, bulletins, tapes, mimeo issues, any reference book or any books mentioned.

"Materials" also include clay, furniture, tape players, bulletin boards, routing forms, supplies of pink sheets, roll book, student files, file cabinets and any other items that will be needed.

If you look this over carefully, it does not say, "materials on order" or "except for those we haven't got" or "in different order". It means what it says exactly.

If a student is to have auditing or word clearing rundowns or must do auditing those are under **ACTIONS** and appear on the checksheet.

A course must have a supervisor. He may or may not be a graduate and experienced practitioner of the course he is supervising but **HE MUST BE A TRAINED COURSE SUPERVISOR.**

He is not expected to *teach*. He is expected to get the students there, rolls called, checkouts properly done, misunderstands handled by finding what the student doesn't dig and getting the student to dig it. The supervisor who tells students answers is a waste of time, and a course destroyer as he enters out data into the scene even if trained and actually especially if trained in the subject. The Supervisor is **NOT** an "instructor" that's why he's called a "supervisor".

A Supervisor's skill is in spotting dope-off, glee and other manifestations of misunderstands, and getting it cleaned up, not in knowing the data so he can tell the student.

A Supervisor should have an idea of what questions he will be asked and know where to direct the student for the answer.

Student blows follow misunderstands. A Supervisor who is on the ball, never has blows as he caught them before they happened by observing the student's misunderstanding before the student does and getting it tracked down by the student.

It is the Supervisor's job to get the student through the checksheet fully and swiftly with minimum lost time.

The successful Supervisor is tough. He is not a kindly old fumbler. He sets high point targets for each student for the day and forces it to be met or else.

The Supervisor is spending Supervisor Minutes. He has just so many to spend. He is spending student hours. He has just so many of these to spend so he gets them spent wisely and saves any waste of them.

A Supervisor in a course of any size has a Course Administrator who has very exact duties in keeping up Course Admin and handing out and getting back materials and not losing any to damage or carelessness.

If Paragraphs One to Three above are violated it is the Course Administrator who is at fault. He must have checksheets and the matching material in adequate quantity to serve the Course. If he doesn't he has telexes flying and mimeo sweating. The Course Admin is in charge of routing lines and proper send off and return of students to Cramming or Auditing or Ethics.

The final and essential part of a course is students.

If a course conforms with this P/L exactly with no quibbles, is tough, precisely time scheduled and run hard, it will be a full expanding course and very successful. If it varies from this P/L it will stack up bodies in the shop, get blows and incompetent graduates.

The final valuable product of any course is graduates who can apply the material they studied successfully and be successful in the subject.

This answers the question What is a Course? If any of these points are opt it is NOT a Scientology Course and it will not be successful.

Thus, the order "Put a Course there!" means this PIL *infullforce*.

So here's the order, WHEN OFFERING TRAINING PUT A COURSE THERE.

L. RON HUBBARD
Founder

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[Note: The CONTENTS contain reference to a 26 January 1972 amendment of this policy letter. This amendment was cancelled by LRH in HCO Policy Letter of 16 March 1972 Issue V, What is a Course - High Crime,---asnot written by myself and is a false daturm---. While the reference has been left in the CONTENTS, the above text IS the original as written by LRH.

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

copies to: HASI POLICY LETTER OF 10 APRIL 1957
Executives
Treasurer
Bulletin Board
HCO Washington

STUDENT INTENSIVES

A student intensive and 8 weeks of training (two of which are Indoctrination) are included in the course fee for HPA.

This intensive on the student is done by a graduating HPA and serves as his final before full certification is granted.

The Director of Training, not the Director of Processing, is responsible for the fact of and the efficacy of this student intensive.

Any further auditing desired by the student should be purchased from the Registrar by the student possibly at the suggestion of the Director of Processing or Indoctrination Instructor as indicated.

These student intensives included in the course are not done by the processing department by paid staff auditors.

The Treasurer has stated, on discovering that staff auditors were being used for this, that she will no longer pay staff auditors for such intensives. When staff auditors are without pcs for the week they should be sent to CF and Procurement for full time procurement letters for the week.

LRH: rs.rd

L. RON HUBBARD

[Also issued as FCDC P/L 9 May 1957, same title.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 OCTOBER 1959

Convert to
Sec ED

PROCESSING OF ACADEMY STUDENTS

Academy students may not receive outside auditing while enrolled in the Academy to the level of HPA or higher.

Academy students directed by the Director of Training to receive processing while enrolled under his instruction during any period of the time while so enrolled, even when taking Academy training a few weeks at a time, must receive their processing either in class from fellow students or from students under the direct supervision of Academy personnel or from an HGC Auditor working only for the WC. Such students may not be given auditing off hours or on their own, time by staff auditors nor instructors, nor the Director of Training, but only as an assigned and duly enrolled intensive in the WC.

The purpose of this Sec ED is to protect the student, the Academy, and the HGC from various mishaps which have occurred in the past rendering students liable to loss of training time because of poor and unsupervised auditing.

Violation of this Sec ED by a student can bring about at the most dismissal from the Academy, and at the least a delay of certification of one year, and for an instructor or other staff member for auditing such a student without proper registration, a loss of fifty percent of his units for six consecutive weeks.

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L. RON **HUBBARD**
Executive Director

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3 7 Fitzroy Street, London W. 1

HCO POLICY LETTER OF 15 NOVEMBER 1960
Re-issued from Sthil

STAFF CERTIFICATE REQUIREMENTS

Any Staff Member who is not an HGC Auditor and who has case histories to complete for certificate requirements, may do auditing in the HGC on a part-time basis.

If their results are good they may submit these to HCO Board of Review as Case Histories.

This eliminates the necessity of taking on an outside preclear for certificate requirements.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 JANUARY 1962

Sthil

AUDITOR ASSIGNMENT

It is course policy that students of comparable time length on course shall audit one another and that students of incomparable time length shall not.

This permits progressive training skill to manifest and blunders to be less apparent to the pc and more educational when made.

L. RON HUBBARD

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(Note: For further data on the assignment of auditors see HCO B 22 July 1969 Auditing Speed.)

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 MAY 1965

Gen Non Rernimeo
D of T Hat

IMPORTANT EXPLANATION

AUDITING RESTRICTIONS

The secret back of the No-Auditing Rule in Academies is that I have found the way to improve the average case quite well by study alone.

In the Scale of Awareness Levels, it is AWARENESS that determines the level, NOT *Conduct*. Conduct is dramatization and above the awareness of the person.

What can the person be *aware* of is the level determiner.

Thus by study matched to levels (the scale up from -34) you *can* improve a case just by making the person study the materials of the next level above where he is.

Cases that don't so improve by study alone up to Grade IV would have to be processed and are too far down to be in an Academy anyway and so should be processed up to Grade 0.

The natterer and rumour monger is *not up* to RECOGNITION as he or she hasn't a clue why we're here, much less what we're doing. They just haven't found the org *or* the auditor. So even *Academy* processing won't help-it takes a pro.

That's the riddle of why some students progress and some don't answered.

Once a person *has* found the org and the auditor, study improves cases (level by level) more than *Academy* auditing would. Naturally HGC or Review Auditing could do it easily by processing. But not student auditing student-they are too aware the other one is a student, too critical, too immersed in the idea "it's all practice anyway," in Academy auditing.

So if the student is quite batty (as per TA tests) he won't make it without expert pro auditing and if he isn't he will usually make it up to IV by study alone. So why audit in an Academy.

Make future auditors instead.

The Academy is no substitute for an HGC for processing. And the HGC is no substitute for training. Get it?

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 17 MAY AD IS

Remimeo
Academy Students
Sthil Students

URGENT
TECHNICAL DIVISION
DISTRIBUTION DIVISION
FREE SCIENTOLOGY CENTRE

Effective when ordered by the HCO Secretary in each org, depending on when the org is ready for it.

FREE SCIENTOLOGY CENTRE

Organize a Free Scientology Centre in your Dept of Processing. This is not the HGC. It is the student clinic. It is a section of the Dept of Processing.

It is open evenings and weekends. It is run by students under org guidance.

No fee may be charged.

The org pays for and has on deck evenings and week ends the Free Scientology Centre Registrar.

A sign is plainly displayed where every Free Centre pc can see it.

THE FREE SCIENTOLOG Y CENTRE

All auditing is done by student auditors.

It is unsupervised.

We only take responsibility for auditing done in our HGC by professional auditors.

The applicant for free auditing does so on his own responsibility.

The results may be good but we cannot guarantee them. If you want safe auditing or are a rough case, buy your auditing in the HGC.

Place an ad in your local paper or display signs near your public phone box if papers won't take the ad:

FREE SCIENTOLOGY CENTRE

Free services offered the Community for Problems, increases in Health and IQ and Scientology Assists. Conducted as a Free Public Service by (org name). Call Free Scientology Centre Registrar (phone) or come to (address) evenings or week ends only.

The pilot project on this was 1/3 of the applicants signed up for courses and intensives after Free Service where the auditing was good, without being urged to do so.

Every student with a certificate of any kind down to HBA can be a Field Staff Member. Remind the students they can select these applicants to training or processing.

Students doing their Provisional Classification Course are compelled to attend the Free Clinic each evening of their Classification Course and only leave if no applicants show up. They must be told to keep exact auditor reports of all they do as the Examiner will want them.

The Free Scientology Centre Registrar doubles in brass for all evening and week end services-Coaudits, BS (PE), HAS as well as paid service for the HGC and Academy evenings and week ends. If she becomes very busy give her reception service. Students can help her if they volunteer. They may not be assigned without volunteering as it cuts into their processing time. She *must* get the name and address of every Applicant and the Auditor who picks him up and turn these into Address the next business day.

She need not assign student auditors. They should be on their own and should bring the applicant in to get him registered.

Auditing can be done in rooms as available.

There is no real effort here to do more than have students pick up people in the waiting room and get them registered and take them off to audit them. It is up to the student to make continued appointment. The student may not accept *any* gratuity of *any* kind. But the student if a field staff member, may select the person but only after at least an assist and a case gain.

Only standard processes of the student's study level or below are run. No effort need be made to follow the grade system on free pes. Just get a result with standard processes.

There is no D of P work on free pc folders. There is only Examiner work and it is without advice.

A course (instructor) supervisor may use the free folders as examples of what to do and what not to do if so minded.

The Free Folders are picked up by the Examiner and sent to the Dept of Estimations on org lines for filing under the *student's* name, cross-filed with a card under the pc's name.

The legal attitude is 'Yell, you knew it was a student auditor'. Courts uphold this.

L. RON HUBBARD

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(Cancelled by HCO P/L 8 June 1970 issue II, *Student Auditing*, page 227.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 17 MAY AD IS
Issue 11

General Non Rernimeo
Not, for Public Release

Technical Division

ACADEMY PROCESSING

Applic. to: All Academies and Saint Hill

You are out of the Processing Business effective as soon as the current students have completed the requirements of the level each is now on.

Academies don't process.

HGCs do.

Students up to 1952 never did auditing in their courses. They audited raw meat.

There is a firm basic policy about training. The student is trained with the tools he will use as an auditor.

This means even at Level Zero they have E-Meters in their laps whether they know how to use them or not.

This *also* means their practice auditing is a raw meat pc.

Where are students to get auditing experience? See Free Scientology Centre above.

Where do they get their own cases cracked? Students can audit other students but only on their own initiative. Course Supervisors can see if their TAS and needles are awful and make them get auditing.

In Dianetics auditors didn't have cases. We audited an awful lot of people well. Since, Academy and course emphasis on cases is ruining your training.

In the Classification Course (Practical) a student must show he can audit a pe so he can be pink sheeted. And that can be on another student. But just for show.

The Examiner, for final Classification Exams for every level must *require* Legible properly kept Auditor's Reports showing *SUCCESS* with pcs on the processes of the level. Non-standard application or a false report must be reported by the Examiner at once to the Ethics Officer. This auditing can be done in the evenings of the (Practical) Classification Course and on week-ends on the Academy evening courses.

The best auditors we ever had were taught before students auditing students became a part of training.

The Dept of Training Trains. Coaudits, clinics, processing belong to the Department of Processing.

There is no more Course Auditing for the sake of another student's case.

Auditors audit.

If a student's case gets in his way as an auditor (until you have a full Qualifications Division as is now formed at Saint Hill) he goes to the HGC.

If he wants to coaudit, he can join the evening Coaudit at no charge.

I have found out that a student's delay on course is usually not for theory and practical but because of auditing-auditing required because of student *CASES*, not for student learning.

So that finishes Academies and courses as a place to go to get audited. It's where you go to get trained.

Let's turn out some eager beaver auditors! That audit!

LRH:wmc.rd

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(Cancelled by HCO P/L 8 June 1970 Issue 11,
Student Auditing, page 227.1

224

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 OCTOBER 1965

Rernimeo
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.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 OCTOBER 1965

Rernimec,
Students
Tech staff

STUDENT AUDITING OF PRECLEARS

Students may not audit any public preclear who is a preclear of any organization.

A student when looking for a preclear to audit for their classification on a level must first check with the preclear if they have been audited by an organization and if they have, they are not to be audited by the student without express permission from the organization concerned.

As the purpose of having students get preclears to audit on their own initiative is to teach them how to disseminate and reach into the broad public, it is hardly acceptable for them to reach Scientologists and will be an automatic disqualification for classification if this is found to be the case.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 FEBRUARY 1967

Rernimec,
Students
Tech Staff
Qual Staff

(Replaces HCO Policy Letter of
29 October 1965 of same name)

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

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Saint kill Manor, East Grinstead, Sussex

Ecs
Tech See
DTS
DofT
All Courses
Supervisors and
Students

HCO POLICY LETTER OF 8 JUNE 1970
Issue II

(CANCELS HCO PL 29 Oct 65 Student Auditing of Preelears, HCO PL 23 May 69 Issue II Dianetics Course Student Auditing, HCO PL, 17 May 65 Free Scientology Center, and HCO PL 17 May 65 Issue 11 Academy Processing.)

STUDENT AUDITING

The following policies regarding student auditing are made with reference to LRH ED 104 INT 2 Jun 70 "Only training gives low cost auditing from fellow students" and LRH ED 107 INT 3 Jun 70 "See that students do a lot of mutual auditing".

Students may not audit any public preclear. (Unfinished but promised pes existing at this date of issue may be assigned to the student as a Charity pe by the Chaplain.)

Students may audit students who have been enrolled and who have paid in full for a Scientology level 0 or above or Dianetic Course. They may also audit contracted staff members and may be required to audit organization preclears under the D of P who are not enrolled on a course in order to complete their auditing requirements.

The course supervisor is to ensure that each student preclear's folder is C/Sed for each session to be given and that any needed folder error summaries are done.

The course supervisor must make the auditing requirements of students and preclears known on a scheduling board so that student auditors can be assigned to preclears and sessions scheduled. Regular sessions may be scheduled during course hours besides any other mutually agreed upon time.

The Classification requirement for each level is that the student successfully audits several preclears to the attainment of the grade of release of the same level by auditing each of the many processes of the grade to its end phenomenon.

The auditor must produce consistent well done or very well done sessions on at least three preclears in which all standard tech for that grade has been exactly applied. Every effort must be made to see that the student audits each process of the grade.

Scientology course students may audit Dianetic Course students on any needed Scientology actions.

Any student auditing successfully for the Director of Processing may be given an honors class for the level.

A student who has honors for every level may be awarded an honors final certificate and the certificate clearly marked and permanent. He also may be awarded an Internship for his highest class qualifying him as a C/S for that Class providing he also does the C/S checksheet well for that class Internship.

Students not permitted to audit for the D of P and who otherwise qualify as students are awarded PROVISIONAL certificates made permanent only after a year.

Students may NOT audit local residents for classification and the Free Scientology Centre is not now permitted. They may of course audit anyone after graduation and if for fee, must charge at least as much as the full org price. They may of course, if qualified, audit friends and family free of charge.

This does not prevent the Chaplain or D of P from assigning charity cases to students at the discretion of the org.

L. RON HUBBARD
Founder

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[Modified by HCO P/L 4 November 1971 Issue 11, *Academy Pre-requisite*, in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

Remimeo

Org Exec Sec WW HCO POLICY LETTER OF 3 APRIL 1966

ES Comm Tech WW

ES Comm Qual WW

Org Exec Sec Hat

Tech Sec Hat

DIANETIC AUDITORS COURSE

Qual Sec Hat

Org Sec Hat

Dir Reg Hat

The Org Exec See WW has
the authority to arrange
and order and issue check
sheets for Dianetic Auditing
Training

For any arranging or establishment of a Dianetic Course as per HCOB 3 April 1966 "Student Auditing Dianetic Auditing" the following must be observed:

I - The course must be not less than one month.

2. It must not be extended endlessly for the student.

3. It is not the same as grade courses in that it does not contain grade material or even the gradation chart but contains Dianetic; data.

4. It must remain precisely within the limits set by HCOB 3 April 1966 so far as its auditing is concerned.

5. It may not be sold as a course for less than \$500 in the US or f 125 sterling in the UK or other continental areas.

6. Scholarship up to 50% may be issued.

7. Only cash may be accepted and no credit allowed.

8. Healing laws must be given heed by not selling such auditing or promising to heal by reason of Dianetic auditing.

9. The course may be advertised as, paraphrase, the way up to a capable human being is the realm of Dianetics-Scientology reaches from a capable human being upward. Success in Scientology is assured by a thorough grounding in Man's most advanced school of psychology (or the mind)-Dianetics. Dianetics was the ultimate development of the mind of human beings. Scientology is the road from there to total Freedom. This is a study and practice course which is a prelude to becoming a Scientology auditor and brings one a complete understanding of the mind so that one is then prepared to understand the spirit in Scientology, etc.

10. Academies and especially Saint Hill may teach and practice HCOB 3 April 1966 as part of Level 0 providing it is studied along with the other materials and forms the practical of Level 0.

At this writing there is no pattern of how to include this material and one must be developed by experience. But it is pointed out that Academies have never failed to do well so long as a one-piece Dianetic type course was available.

It could be that experience, cautiously won, will show that the public will buy the Dianetic course in droves.

It could be we should drop the Dianetic word from Dianetic techniques as refined in HCOB 3 April 1966, as they are really pretty awfully advanced from where we were in 1950 and call it the Basic Auditor's Course or the Basic Academy of Scientology Course and call the technique Basic Scientology. If so, texts will have to be edited and Scientology substituted everywhere for Dianetics.

These problems are left to the Org Exec See WW as they will gradually evolve into a new success.

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HCO POLICY LETTER OF 2 AUGUST 1966

Issue 11

Rernimeo

Impmant

DIANETIC AUDITING

Dianetic Auditing is being re-introduced for TRAINING ONLY.

In all publications or announcements this fact must be included.

Dianetics is known as a healing mental science and as such, announcement of its. use could be interpreted as an entry into healing by Scientology organizations.

Dianetic Auditing may NOT be offered for sale in Hubbard Guidance Centres or by Centres. It may be offered as a training course in auditing by Franchise Holders, Centres and Orgs but ONLY by making the statement in every announcement that it is to train auditors and is not part of Scientology practice.

Dianetic auditing demonstrates mental anatomy to students and improves their auditing skill. Scientology practice is today too fast to permit training as an auditor to be sufficient to qualify them.

Its re-introduction in no way enters orgs into the field of healing despite the fact that healing does occur in Dianetic auditing.

The insane belong to the psychiatrist and we as a reform group only wish he would clean up his practice and get his practitioners to act ethically, and actually help his patients.

The sick belong to the medical doctor and as a social group we only wish he would advance his science to include workable psychosomatic medicine.

We are not interested in the insane or the sick and refuse to take them in Centres and orgs. We are only interested in freeing the human spirit from materialism and making the able more able.

Dianetic auditing is not for sale or use by centres or orgs. Use of it is instructional only. Any benefit is incidental even if sometimes considerable.

Dianetics was and is the answer to psychosomatic illness but we in Scientology are not in the field of healing.

L. RON HUBBARD

LRH:lb-r-cden

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 SEPTEMBER 1967

Remimeo
All Students
Tech Sec Hat
D of T Hat
Dia Course Supervisor Hat
Qual Sec Hat
Dir Exams Hat
Dir Rev Hat

**DIANFrIC AUDITOR'S COURSE
AUDITING POLICY**

Queries have been received as regards what Grades of preclears can be allowed to have secondaries and engrams run on them in relationship to the Dianetic Auditor's Course.

Preclears with no Grade or Grades 0 to III can be run on secondaries and engrams.

Preclears with a Grade IV can be run on engrams.

Preclears with Grades V, VA and VI are not to be run on secondaries or engrams. The only exception is when a Dianctic Release state is found to be missed at a later date, but this is not normally handled by course students.

Org Exec Sec WW - Fred Hare
D.O. Tech WW - J.J. Delance
Mary Sue Hubbard
The Guardian WW
for
L. RON HUBBARD
Founder

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HCO, POLICY LETTER OF 23 FEBRUARY 1968

Rernimeo
Dianetic Course Students

**DIANETIC AUDITOR'S COURSE
AUDITING POLICY**

The following Grades of preclears can be allowed to have secondaries and engrams run on them by Dianetic Auditor's Course students.

Preclears with no Grade or Grades 0 to III can be run on ARC S/W, secondaries and engrams.

Grade IV Preclears can only be run on engrams.

Preclears with Grades V, VA and VI are not to be run on ARC S/W, secondaries or engrams, other than by Internes or above, when a Dianetic Release state is found to be missed at a later date. This is never handled by course students as they have not been trained on the Technology of Power and Power Plus.

Proposed by a Board of Investigation

Mo Budlong
James Hare
Mary Sleight
Mary Sue Hubbard
The Guardian WW
for
L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 25 JANUARY 1969

Rernimeo
Dianetic Course Students

**DIANETIC AUDITOR'S COURSE
AUDITING POLICY**

HCO Policy Letter, "DIANETIC AUDITOR'S COURSE-AUDITING POLICY", 23 FEB 1968 is hereby cancelled as it introduces an arbitrary into Standard Tech.

Proposed by: R.C. Ash
D/Tech See SH
Approved by~ Sane Kember
The Guardian WW
for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 APRIL 1969

Remimec,

DIANETICS,

The policy on Dianetics is that it was and is intended to make a happy, well human being and that it can now be used in conjunction with purely medical (not **political psychiatric**) **treatment**.

Any person not recovering his health and sense of well being by use of Dianetic auditing should be given by competent medical and clinical doctors or technicians a thorough physical examination to locate the illness, structural or pathological (disease), which is troubling him and introverting him.

Scientology healing and mental treatment policies apply to Scientology.

Dianetics is fully excepted from these policies.

This is in view of the strong and increasing interest and cooperation of individual medical doctors over the world which should be continued and promoted.

This policy does NOT include turning any person over to institutions or practitioners engaged in political treatment and expressly does not allow the use of such political treatment as electric shock, lobotomies, brain "operation" or drugs producing convulsions.

This policy does permit surgical and structural operations including the alleviation of concussion or skull fractures or the removal of brain tumors but only after they are proven to exist beyond any doubt by competent clinical examination. It does not include exploratory operation.

The severance of nerves to "end psychosis" is expressly condemned and the use of produced convulsion by any means to "alleviate psychosis" and the practice of euthanasia (mercy killing) or any barbaric torturous or murderous or terrifying treatment or approach are not only not condoned but should be actively fought due to the non-therapeutic results, the immediate or early demise of the "patient" and to the efforts to use these "treatments" to effect political ends. The persons using these means actively financed and fought Dianetics and Scientology over the world and were the sole source of repression of a valuable sincere and vital breakthrough in the field of healing as consistently demonstrated.

This HCO Pol Ltr amplifies as policy HCOB 6 April 1969 and HCOB 12 March 1969.
Dianetics is a healing practice supplementing medical treatment.

Scientology is a religious practice applying to Man's spirit and his spiritual freedom.

In areas, mainly America, where the freedom to heal is subject to attempted monopoly, all Dianetic auditing of physically ill persons (not as student practice) must be in conjunction with competent medical practitioners who must be informed why a medical examination is requested for the preclear. "This is a member of the Church of Scientology. As he may be physically ill we wish a full medical examination and diagnosis and any medical treatment which will resolve the illness found. With the leave of the medical doctor and with the patient under his care we will employ Dianetic auditing as well to assist his recovery. Until healed this person is not eligible for Scientology auditing. We cooperate fully with the medical profession and expect in our turn that our trust in it will not be betrayed. Under no circumstances will we permit this person to be brutalized with psychiatric political treatments."

In other countries any variation of this statement or its lack may be employed, depending on the legal position of healing.

by L. Ron Hubbard
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 MAY 1969
Issue 11

Rernimeo Dianctic
Course
Qual Secs
Tech Sees

DIANETIC COURSE EXAMINATIONS

There are two examinations on the Dianctics Course.

I. PRE-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 Diaretics 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 mbst 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.

Brian Livingston
CS-5

LRH:BL:cs.ei.rd
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for
L, RON HUBBARD
Founder

[Cancelled by HCO P/L 29 July 1972 Issue 11, *Fast Flow in Training*, in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 MAY 1969
Issue III

Remimeo Dianetic Course

AUDITORS CODE AND DIANETICS

The Auditors Code (HCO Policy Letter 14 October 1968) applies to Dianetic auditing as well as Scientology.

Clauses I and 2 (Evaluation and Invalidation) especially must be thoroughly understood. The Dianetic student must be able to demonstrate these with many different examples of each and should even write an essay on all the ways he can possibly think of evaluating for and invalidating a PC.

Clauses 12, 13, 15 and 24, are sometimes misinterpreted by improperly trained Dianetic auditors who are not too familiar with what they are handling. The clauses do apply but the following notes are made:

12. 1 PROMISE TO RUN EVERY MAJOR CASE ACTION TO A FLOATING NEEDLE.
In Dianetics you are auditing chains to ERASURE. Erasure of a complete chain is normally accompanied by a FIN. The handling of a lock is not in itself a major case action and may or may not produce an FIN.

13. 1 PROMISE NEVER TO RUN ANY ONE ACTION BEYOND ITS FLOATING NEEDLE.
In Dianetics you do cease an action on an FIN. But, if the FIN is on one incident and the chain is not erased you just cease to run that incident but continue on down the chain to erasure.

15. 1 PROMISE NOT TO MIX THE PROCESSES OF SCIENTOLOGY WITH OTHER PRACTICES EXCEPT WHEN THE PRECLEAR IS PHYSICALLY ILL AND ONLY MEDICAL. MEANS WILL SERVE.
As Dianetics concerns the body, Medical and Dianetic practices may proceed together. Whenever possible you would cease medical treatment during auditing but sometimes the medical treatment can only be eased off gradually. With accidents and acute illness medical treatment must be given immediately and the engram can only be audited when the PC has somewhat recovered. In some instances the PC will only respond to correct medical treatment after a Dianetic assist has been given.

You never mix Dianetics; or Scientology with any psychiatric, occult, mystical, hypnotic, or other practices.

24. 1 PROMISE NOT TO ADVOCATE SCIENTOLOGY ONLY TO CURE ILLNESS OR ONLY TO TREAT THE INSANE KNOWING WELL IT WAS INTENDED FOR SPIRITUAL GAIN.
The improvement and freedom of man as a spiritual being is the vital realm of Scientology. Dianetics erases those things (Locks, Secondaries, and Engrams) which make a person susceptible to, and hold in place, physical illness. Hence Dianetics, while not treating illness or insanity directly, does enter those fields. When a person is no longer troubled by unwanted physical conditions he can then advance on the much wider field of spiritual gain and freedom covered by Scientology.

The use of F/Ns in Dianetics and the relation between a Dianeticist and the medical practitioner is fully covered in other materials of the Dianetics course.

Brian Livingston
CS-5

for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 MAY 1969

Issue II

Remimeo
Dianetics
Course

Tech Division - Qual Division

STUDENTS GUIDE TO ACCEPTABLE BEHAVIOUR

(Edited for the Hubbard Standard Dianetic Course)

GENERAL

1. Get sufficient food and sleep. Always eat breakfast before class and morning sessions.
2. When being a preclear, be one, not a student or auditor. When being an auditor, be an auditor, not a student or preclear. When in class and lectures, be a student not an auditor or a preclear.
3. If you don't know something or are confused about course data, ask a Supervisor or send a despatch. *DO NOT ASK OTHER STUDENTS AS THIS CREATES PROGRESSIVELY WORSENING ERRORS IN DATA.* Also despatches from you to L. Ron Hubbard will be relayed if you place all such in the basket marked "Students Out".

AUDITING

4. Do not consume any alcoholic beverage between 6 a.m. on Sundays and after class on Fridays.
5. Do not consume or have administered to yourself or any other student any drug, antibiotics, aspirin, barbiturates, opiates, sedatives, hypnotics or medical stimulants for the duration of the course without the approval of the D of T.
6. Do not give any processing to anyone under any circumstances without direct permission of the D of T. (Emergency assists excepted.)
7. Do not receive any processing from anyone under any circumstances without the express permission of the D of T.
8. Do not engage in any "self-processing" under any circumstances during the course at any time.
9. Do not receive any treatment, guidance, or help from anyone in the healing arts, i.e. physician, dentist, etc., without the consent of the D of T / Ethics Officer. (Emergency treatment when the D of T is not available is excepted.)
10. Do not engage in any rite, ceremony, practice, exercise, meditation, diet, food therapy or any similar occult, mystical, religious, naturopathic, homeopathic, chiropractic treatment or any other healing or mental therapy while on course without the express permission of the D of T / Ethics Officer.
11. Do not discuss your case, your Auditor, your Supervisors, your classmates, L. Ron Hubbard, ORG personnel or the ORG with anyone. Take up any complaints with your supervisor.
12. Do not engage in any sexual relationships of any nature or kind or get emotionally involved with any classmate who is not your legal spouse.

13. Follow the Auditor's Code during all sessions when being the Auditor.

14. Follow technical procedure as outlined on the course exactly and precisely.
15. Be honest at all times on your auditing report form. Stating every process run, Tone Arm changes and times, sensitivity setting, cognitions of your preclear and any changes of physical appearance, reactions, communication level, or otherwise what you observe in your preclear.
16. Place all reports in the folder of your preclear after each session, turn it into the Examiner for examination.
17. Students must not read their own report folder or that of another student, unless he is auditing that student.

PREMISES

18. Do not make any undue noise either indoors, or when leaving class.
19. Use the correct entrances for entering and leaving the premises.

QUARTERS

20. Do not put cigarettes out in plastic waste baskets or on the floors.
21. Keep all your bulletins, supplies and personal possessions in the space allotted to you and keep your space neat and orderly.
22. Students are allowed to smoke during breaks only and always outside any study or auditing quarters.
23. The basket marked "Student In" is the basket where all communications, bulletins or mail to students are placed. Always check this basket daily to see if you have received any communications.
24. Report and turn in any damaged property or goods used on the Course. Protect and keep the premises in good condition.
25. No food may be stored or eaten in the Classrooms at any time.

SCHEDULES

26. Be on time for class and all assignments.
27. Buy any books you need from the bookstore at appointed times.
28. Follow all schedules exactly.
29. Study and work during your class periods and over weekends. You have a lot to get checked out on in order to get a course completion. You can't afford to waste time.

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HCO POLICY LETTER OF 7 MAY 1969
Issue 11

Dianetic Course

- **HUBBARD STANDARD DIANETICS COURSE POLICY**

1. The checksheet of the Hubbard Standard Dianetic Course as contained in HCO Policy Letter of 7 May 1969 Issue I may not be altered without the authorization of L. Ron Hubbard.
2. The course time should not exceed one month.
3. The price of the course is \$500 in the US or ~C125 sterling in the UK or other Continental areas. This includes the Supervisor's Section.
4. Only cash may be accepted and no credit allowed.
5. The Standard Dianetic Course may only be taught by Standard Dianetic Supervisors. Qualification is graduation from the HSDC and the Supervisor's Course.
6. The HSDC may be taught in any official Scientology Organization, Franchise Center, or Gung Ho Group by a QUALIFIED PERSON.
7. In order to maintain the standard, students may only be examined in an official Scientology Organization, the Qualifications Division of which is authorized to issue the Standard Dianetic Certificate.
8. This course may not be taught as part of any other course.

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Tony Dunleavy
CS-2
for
L. RON HUBBARD
Founder

[Cancelled by HCO P/L 19 May 1969, Hubbard Standard Dianetics Course Policy, page 241.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 MAY 1969
Issue II

Remimeo

FAST FLOW BY ATTESTATION

The Standard Dianetics Course is taught by the Fast Flow System. This means that Students are not *required* to be checked out by another person, the exceptions being only those bulletins which have drills especially designed for their study, as contained in HCO Bulletins.

The student does however have to attest that he knows each bulletin or policy letter on the Checksheet in detail and that he is able to apply it. This is done by signing each item on his own Checksheet when he has studied it.

Further, a student may work with another student to be sure he knows it. In this case, HCO Policy Letter of 26 August 1965, "Scientology Training-Twin Checkouts", should be followed, except that the student still attests on his own Checksheet for each item.

There is a Pre-auditing Examination as well as a Final Examination.

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Tony Dunleavy
CS2-Training Aide
for
L. RON HUBBARD
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ICancelled by HCO P/L 29 July 1972 Issue 11, Fast Flow in Training, in the 1972 Year Book.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 8 MAY 1969
Issue 11

Remimeo Dianetics Course

TEACHING THE DIANETICS COURSE

As the teaching of basic data restimulates confusions which are then dramatized by throwing the course off line, the teaching of the Dianetics Course as follows is hugely vital.

The teaching of Dianetics Auditors is laid down on these simple principles.

1. The data on tapes and Bulletins is studied without alter-is, interpretation or addition by the student, fellow student, instructor or supervisor.
2. Well done and other folders are studied by the individual student.
3. No lecturing or additional interpretation or evaluation by Supervisors.
4. The student audits only when he has completely passed on 1 and 2 above. He must not audit before he has completed his checksheet three times through.
5. Things the student is weak on are done in clay.
6. The student is sent to cramming at his own expense for bad auditing goofs. He may also be taken off auditing and made to do his checksheet again.
7. Any student question is answered by referring to the HCOB, folder or tape or by explaining it is beyond the scope of Dianetic auditing.
8. A rigid invariable schedule is precisely adhered to.
9. Checksheets and tapes and folders are gone through in the sequence laid down by the checksheet and not randomly out of sequence.

If this is made difficult then the programme must be cut back to the bare bones of the original above.

The teaching of standard tech must also be standard. Therefore the above **MUST** be adhered to completely.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 8 MAY 1969
Issue IV
(Revision for Standard Dianetics
Course of HCO PL of 22 Nov 67)

Rernimeo
Student Hat

All Students
All Courses

OUT TECH

If at any time a supervisor or other person in an org gives you interpretations of HCOBs, Policy Letters or tells you, "That's old. Read it but disregard it" or gives you a chit for following HCOBs or tapes or alters tech on you or personally cancels HCOBs or Policy Letters without being able to show you an *HCOB* or Policy Letter that cancels it, YOU MUST REPORT THE MATTER COMPLETE WITH NAMES AND ANY WITNESSES ON DIRECT LINES TO THE INTERNATIONAL ETHICS OFFICER AT WORLD WIDE.

The only ways you can fail to get results on a pe are:

1. Not study your HCOBs and my books and tapes.
2. Not apply what you studied.
3. Follow "advice" contrary to what you find on HCOBs and Tapes.
4. Fail to obtain the HCOBs, books and tapes needed.

There is no hidden data line.

All of Dianetics and Scientology works. Some of it works faster.

Any supervisor or executive who interprets, alters or cancels tech is liable to the assignment of a Condition of Enemy. All the data is in HCOBs or Policy Letters or on tape.

Failure to make this mimeo known to every student carries a 8 10 fine for every student from which it is withheld.

L RON HUBBARD
Founder

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Remimeo
Dianetics Course

HCO POLICY LETTER OF 14 MAY 1969
Issue 11

Sup. Section **HOW TO DO A STARRATE CHECKOUT**

Earlier forms of education suffer because of a habit. The habit was contracted in one's years of formal schooling where this mistake is the whole way of life.

If the student knows the words, the teacher assumes he knows the tune.

It never does a student much good to know a few data. In life one succeeds only if he can USE facts.

It is so easy to confront thought and so hard to confront action that the teacher often complacently lets the student mouth words and ideas that mean nothing to the student.

ALL THEORY CHECKOUTS MUST *CONSULT THE STUDENT'S UNDERSTANDING*.

If they don't, they're useless and will upset the student eventually.

Course difficulties stem entirely from the student's non-comprehension of words and data.

So examining by seeing if somebody "knows" the text and can quote or paraphrase it is completely false and *must not be done*.

Correct examination is done only by making the person being tested answer

- (a) The meanings of the words (re-defining the words used in his own words and demonstrating their use in his own made up sentences), and
- (b) Demonstrating how the data is *used*.

The Supervisor can ask what the words *mean*. And the Supervisor can ask for examples of action or application.

A Starrate Checkout must have been 100% right answers for a pass. However the following rules apply-

1. Spot check the words and materials, do not try to cover it all. This is done the same way a final examination is given in schools; only a part of the material is covered by examination, assuming that if the student has this right the student knows all of it.
2. Flunk on comm lag in attempts to answer. If the student "er ah well flunk it as it certainly isn't known well enough to use. (Doesn't include stammerers.)
3. Never keep on examining a bulletin on the same exam after a student has missed.

THE GLIB STUDENT

You will find that often you have very glib students you won't be able to find any fault in who yet *won't* be able to apply or use the data they are passing.

Demonstration is the key here. The moment you ask this type of student to demonstrate a rule or theory with his hands or the paper clips on your desk this glibness will shatter.

The reason for this is that in memorizing words or ideas, the student can still hold the position that it has nothing to do with him or her. It is a total circuit action. Therefore, very glib. The moment you say "Demonstrate" that word or idea or principle, the student *has* to have something to do with it. And shatters or passes.

Clay Table isn't used by a Theory Examiner. Hands, a diagram, paper clips, these are usually quite enough!

Compiled from earlier policy letters by

Tony Dunleavy
CS2-Training Aide
for
L. RON HUBBARD
Founder

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[Cancelled by HCO P/Ls 20 January 1971, *Checkout Mini Course*, and 5 March 1971 of same title (which cancelled and replaced 20 January 1971), in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 MAY 1969
(Cancels HCO PL 7 May 1969
Issue II Same Title)

Remimeo Dianetic Course

**HUBBARD STANDARD DIANETICS
COURSE POLICY**

1. The checksheet of the, Hubbard Standard Dianetic Course as contained in HCO Policy Letter of 7 May 1969 Issue I may not be; altered without the authorization of L. Ron Hubbard.
2. The course time should not exceed one month.
3. The price of the course is \$500 in the US or f 125 Sterling or equivalent in the UK and South Africa and the equivalent of f 150 Sterling in ANZO. This includes the Supervisor's Section.
4. Only cash may be accepted and no credit allowed.
5. The Standard Dianetic Course may only be taught by Standard Dianetic Supervisors with a Hubbard Dianetic Graduate Certificate. Qualification is graduation from the HSDC including the Supervisor's Section.
6. The HSDC may be taught in any official Scientology Organization, Franchise Center, or Gung Ho Group by a **QUALIFIED PERSON**.
7. Students may take their Pre-auditing examination at the Franchise Center or Gung Ho Group at which they do the course. Org Qual Divisions are to supply copies of the examination to Franchises and Gung Ho's who run the HSDC, which are confidential. However, in order to maintain the standard, the students' requirements for certification must be examined by the Qual Examiner of an official Scientology Org.. This may be done by mail, by the Franchise or Gung Ho sending to the Org Examiner the full Auditing Reports, Worksheets, Pc Examiner forms, etc (Le. the students' preclears' folders) of the students' auditing on the course showing that the auditing requirements of HCO Bulletin of 6 April 1969 Issue 11 have been met by the student, as well as his checksheet attested by the student as completed. The pc folders will be returned to the Franchise or Gung Ho Group after examination.

Only the Qual Div of an official Scientology Org is authorized to issue a Hubbard Dianetic Graduate certificate. It must be promptly sent to the student upon his passing the Final Examination.

8. This course may not be taught as part of any other course.

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Tony Dunleavy
CS-2
for
L. RON HUBBARD
Founder

[Note. This issue of *Hubbard Standard Dianetics Course Policy* differs from the 7 May 1969 issue in its inclusion of more detailed data (especially in points 3, 5 and 7).]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 MAY 1969

Remimeo

HUBBARD STANDARD DIANETICS COURSE

COURSE MATERIALS PAPERS AND FILES

(referred to on HCO P/L 16 May 69)

STUDENT REQUIREMENTS

Each student *enrolling on* the HSDC is required to have the following:

BOOKS Original Thesis
Dianetics, the Modern Science of Mental Health
Evolution of a Science
The Book Introducing the E-Meter
The Book of E-Meter Drills

MATERIALS E-Meter
2 Soup Cans for electrodes
E-Meter lead with jack plug and crocodile clips
1 eraser
1 pencil
blank paper
2 black or blue pens
1 good dictionary
1 timepiece
Worksheets
Auditor Report Forms
Stapler
Paper clips
Clay (various colours)
Demonstration kit (box of assorted bits and pieces for use in
"demonstrating")
Good picture frame for his certificate

ORG REQUIREMENTS

The following is a checklist of materials, files and papers needed for the HSDC.

Check them off and make sure you have adequate quantities of every item. Always reorder in sufficient time those materials which are used up, such as student packs of materials, so that you never run out.

ADMINISTRATIVE MATERIALS

1 Thick hard cover foolscap size book for roll book
1 Thick hard cover foolscap size book for student auditing record
1 Master Checksheet kept up to date
1 Pack of materials kept up to date
1 Schedule made up and posted clearly
1 HSDC students' notice board
Thumb tacks
1 Student progress board (described separately)
1 Student statistic board

File cabinet Pens Stapler Staples Paper clips Ruler Felt tip pens Stock of orange coloured PC folders (or other *different* colour to that regularly used in the Org for PC folders) Routing forms: New students Student to examiner Student to ethics
1 IN basket for each student 1 OUT basket for whole course 1 Basket TO I-RH

COURSE MATERIALS

Adequate supplies of checksheets
Adequate packs of course materials (for issue one to every student)
Adequate copies of LRH Case Supervised Sessions
Weekly Student report forms to LRH
PC Assessment forms 24/4/69 (HCOB)
Pastoral Counselling form 24/4/69
Summary Report forms 17/3/69 (HCOB)
Parent and Guardian Assent Forms
Sufficient copies of "Alice in Wonderland" books
Pink sheets

TAPES

21 July 1966 Dianetic Auditing
28 July 1966 Dianetic Auditing and the Mind
18 June 1964 Study, Introduction
9 July 1964 Study, Data Assimilation
4 Aug 1964 Study, Summary of
6 Aug 1964 Study, Gradients & Nomenclature
11 Aug 1964 Study, Evaluation of Information
13 Aug 1964 Study and Education
22 Sept 1964 Study, A Review of
18 Aug 1966 Study and Intention

SUPERVISOR MATERIALS

I Desk (in the training room)
I Chair
I IN-OUT basket
I Stapler
Paper
Pens
Ruler
Clipboard and carbon paper
Very large dictionary
Demonstration kit

GENERAL COURSE REQUIREMENTS

Large photo of LRH in course room
Sufficient space for class at all times (large quiet well lighted room)

Folding chairs (one for each student)
Folding card tables (one for each student pair)
Adequate number of good quality tape recorders
Tape head cleaning fluid (alcohol) and cotton buds (for regular
cleaning of tape heads)
HiFi headphones (the type with miniature speakers as the earpiece
not the telephone type)
Supervisor's certificate posted very visibly

CERTS AND AWARDS

Hubbard Graduate Auditor certificates
Dianetic PC lapel pins

BOOKSTORE

The bookstore should get in adequate quantities of books listed above under student requirements. Blazer badges
Lapel pins

W/O Ken Delderfield LRH Public Aide CS-6 for L. RON HUBBARD Founder

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[Note: The titles of the tapes listed have been corrected per HCO P/L 23 Oct '70.]

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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), CO2 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 ~t working again, find who and what is varying it and get back on the main line.

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L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 23 MAY 1969

Remirneo
Dianetics
Checksheet
Div 6

DIANETIC CONTRACT

This form is a standard offering and promotion form for preclears for Dianetic Auditing.

DIANETICS

FULL REFUND IF YOU DO NOT GET WELL THROUGH AUDITING.

Anyone accepting this offer must also agree to receive if required a medical examination and any effective treatment for any entirely medical illness he may have both before and after auditing.

The extent of the refund will consist of the exact fee paid.

The claim for refund must be made within three months of the conclusion of the auditing.

If the fee is refunded no more Dianetic or Scientology auditing or training may be given to the person.

Medical illnesses which beforehand could not be cured medically usually respond to medical treatment after some auditing.

Auditing after such medical treatment tends to stabilize the medical cure and prevent relapse.

A standard release form covering these points must be signed by the applicant.

Some large percentage of Man's physical ills are psychosomatic and respond directly to auditing,

Only auditing done by Hubbard Dianetic graduates in official organizations are covered by this offer.

WHY BE TIRED?

WHY BEIN PAIN?

WHY FEEL BAD?

AUDITING CAN MAKE YOU FEEL WELL AND HAPPY WITH LIFE.

OUR ORGANIZATIONS ARE FRIENDLY. THEY ARE ONLY HERE TO HELP YOU.

These points above are to be included as additional clauses in our release forms.

IF ANYONE EVER DEMANDS A REFUND UNDER THIS OFFER make him or her sign an undertaking never again to purchase training or processing and A RECEIPT IN FULL and GIVE THEM THEIR MONEY BACK ON A MINUS INVOICE AT ONCE. Do not make a long argument out of it or a long drawn out Admin action.

By paying these claims quickly, getting the promise not to have more auditing or any training and getting a receipt YOU ACTUALLY BUILD CONFIDENCE.

It is fully understood that this campaign applies to DIANETICS.

Trying to sell Scientology to make physical health has been a betrayal of Scientology. The subject that made bodies well was and always has been Dianetics. Scientology increases ability and gives one immortality. Refunds for Scientology services are governed by the older policies which remain in force.

The first line, FULL REFUND IF YOU DO NOT GET WELL THROUGH AUDITING, can be posted in any display space. If so, a small printed complete leaflet as written above should also be displayed so they can get all the facts.

Persons asking about this should be handed the leaflet.

New additional leaflet should also be available and handed out at the same time:

DIANETICS

Dianetics (Dia-through, noos-mind) has been 39 years in development.

It is the first fully precision science of the mind.

Physical illness, aches, pains, continual exhaustion, body malfunctions are created or held in an unchanging state by the mind. This is called psychosomatic (psycho-spirit, somatic-body) illness. It has been known about for a century but there has never been a positive remedy before Dianetics.

Auditing (it means to listen) is a term given to the application of Dianetics.

No drugs, no hypnotism, no mechanical treatment is used.

The actual source of psychosomatic illness has been isolated in Dianetics.

Processing is the action of an auditor letting the preclear (person not yet cleared) find the actual source of his physical illness.

Processing requires usually 25 hours or less.

Various forms of mental therapy were in existence before Dianetics. These were psychology, psychiatry and psycho-analysis.

Psychology and psychiatry were developed chiefly by a Russian veterinarian named Ivan Petrovich Pavlov (1849-1936). His basic principle was that men were only animals and could be conditioned and trained much like dancing bears or dogs. This work was only intended to CONTROL people and so has found great favor with certain rulers and upper classes. None of the activities of psychology or psychiatry were designed to help or cure, only to Control the masses.

Psycho-analysis was developed by an Austrian Jew Sigmund Freud (1856-1939). His occasional successes served to point out that there was a possibility of solving psychosomatic illness through addressing the mind. His concentration on sex gave the subject considerable popularity.

Dianetics was first released in 1950 and has been increasingly successful since that time. Unlike earlier studies, the interest of Dianetics was the relief of physical suffering.

The results of psychiatry are physically damaging, consisting of various brutalities and often injure the patient for life or kill him outright. There have never been any cures listed or claimed for psychiatric treatment as its interest lies only in control. The cost is about \$2000 a month often for years in America and 160 a week for as long as a decade in England.

Psychology is mainly used for testing aptitude or intelligence. It has counseling as part of its activities but it is more concerned with and financed for warfare.

These two subjects have bitterly contested any healing subject and use public media governments and even rumor to forward population Control. This action has often made it difficult to bring bonafide mental health to the people.

Psycho-analysis requires up to five years for an uncertain result and costs about E9000.

Dianetics requires only a matter of hours, only helps and does not physically injure anyone. It costs about \$25 an hour in the US and about E50 total processing cost in the UK.

There is no quarrel between Dianetics and general practitioners of the medical profession. They both have the same purpose (to make people well) and are not political. It is freely admitted in Dianetics that physical illness that can be effectively treated medically should be so treated. Auditing will not set a broken leg or deliver a baby. But it can help get the leg healed in two weeks instead of the usual six and after effects of childbirth do not exist when Dianetic auditing is also used.

Many people who cannot work, who cannot enjoy life, are physically ill without realizing it.

Aches, pains, colds, even malfunctions of the body are symptoms of illness.

See the Registrar.

(address)

Variations of the central ideas of these themes may be used.

But remember, Dianetics is pastoral Counseling and all HDGs must be ministers. Psycho-somatic means spirit-body. Look up "psyche" in the dictionary and you'll see.

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L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MAY 1969

Remimeo Dianetics Course

PROGRESS BOARD

The purpose of this board is as follows:-

1. It shows the names of the students on the course. It's a vertical column on course list.
2. It shows their progress according to their checksheet completions-horizontal column.

It must be kept up to date. The Supervisor or the course Administrator, where the class is large enough to warrant one, enters the names of new students.

Upon completion of each section the *student* makes the checks (ticks) on the Progress Board.

Upon completion of the course each section has three checks in its columnbooks one check.

Keynotes of the Progress Board are:

1. It is drawn up according to the checksheet sections.
2. It is kept in order by the Administrator.
3. Each section is checked by the student upon immediate completion.
4. It must be kept up to date and replaced, periodically. Send to be filed when taken down.

Students returning from cramming take up where they left off having been corrected on the specific outness for which they were sent to Cramming Div V.

The Supervisor regularly observes this board as it is a valuable indicator of fast students and those students who should be routed to cramming.

Supervisor's Section follows this layout.

The Progress Board is posted conspicuously and open to view for anyone to see.

Supervisor's name - () qualification HDG
Administrator's name- () Date

PROGRESS BOARD
HSDC

(taken from the rough draft of the first HSDC checksheet)

NAME	DATE	INTRODUCTION	DEFINITIONS	AUDITOR'S	PROCESS AND ASSISTS	POLICY	DEFINITIONS	AUDITOR
	STARTED			CODE	APPLICATION		AGAIN	REPORTS
LRH	C/S	E-METER	PRE-AUDITING	AUDITING	FINAL	SUP.		
FOLDERS	AND	EXAM		EXAM	SECTION			
	DRILLS							

Record of Sessions Given

The Administrator is to keep a posted list of sessions given by students. Each session is graded Well Done or Flunk as indicated by the Case Supervisor. The student too should keep this form indicating he has complied with HCOB 6.4.69 Issue II-Dianetics Auditing Course Requirements.

One sheet per auditor

STUDENT AUDITOR

DATE

AUDITING COMPLETIONS

DATE	C	J	ALLOCATED	HRS	GAINS OR	HRS	WELL DONE"
			AUP)	ISTED SPACE	AUDITED		AUDITED

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W/O James Byrne
for
L. RON HUBBARD
Founder

[Cancelled by HCO P/L 30 July 1969, Student Progress Board, page 212.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 MAY 1969
Issue 11

Rernimeo
Dn Course

DIANETICS COURSE STUDENT AUDITING

Policy on the Dianetics Course is that students may audit other students on the same course, but only upon assignment to audit that student by the Course Administrator. It is expected that all Dianctics Course students will complete the course after having significant gains on Standard Dianetic auditing.

This modifies the policy for the Dianetics Course *ONLY* that students may not audit other students.

The policy that students may not audit any public preclear who is a preclear of any organization is also modified for the Dianetics Course *ONLY* as far as other students on the Course are concerned.

Dianetics Course Students will of course have to also audit pcs who are not on the course to complete their requirements, in which case the above policy DOES apply in that such preclears may not previously have been pcs of any Scientology Organization.

NO DIANETIC PROMOTION MAY PROMISE OR INFER BECOMING CLEAR BY DIANETIC AUDITING. THE END PRODUCT OF DIANETICS IS A WELL BODY AND A CHEERFUL ATTITUDE TO LIFE.

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Tony Dunleavy
CS-2
for
L. RON HUBBARD
Founder

(Cancelled by HCO P/L 8 June 1970 issue 11, Student Auditing, page 227.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Rernimeo
Dian Course
Sup. section

HCO POLICY LETTER OF 24 MAY 1969

**DIANETICS COURSE SUPERVISION AND ADMINISTRATION
SUPERVISOR CHECKOUTS**

CLAYDEMOS

Clay demos are done by the student at his own table or at the Clay Table. The student raises his hand when he is ready for a checkout. The supervisor comes over and gives a checkout as per HCOB I I Oct 1967 "CLAY TABLE TRAINING". *All* demos must be checked out in accordance with this HCOB.

TRAINING DRILLS

The training drills are checked out, with the Supervisor being "the coach".

If student flunks Supervisor has the student coach drill him on the TR some more telling the student coach what the student flunked on.

E-METER DRILLS

The Supervisor is to closely supervise E-Meter drills, making sure they are done correctly.

(On Dianetics Course E-M Drills 23 & 26 are *checked out.)

SELECTION OF TWINS

One of the duties of the Supervisor is the selection of twins.

The main object in selection of twins is to team up students of comparable ability. SLOW students of course are sent to the Examiner for Review or Cramming. Poor case gain students are sent to the Examiner suggesting "GF to F/N and no 40GF and handle". (One cannot order Qual but one can suggest.)

You just have to work it on trial and error for the first couple of days until you get an idea of how fast the students are.

Twins should remain twins for the duration of the course in so far as possible and are responsible for each other's progress.

COURSE AUDITING ADMINISTRATION

Part of the duties of the Course Administrator are:

1. KEEPING A FULL RECORD OF WHO'S AUDITING WHO.

(a) No. of sessions

(b) Auditor's name

(c) PC (or pre OT's) name

(d) Dates of each session

(See HCO Pol Ltr 24 May 69 "Progress Board", Record of Sessions Given.)

2. Scheduling preclears to auditors.

3. Making sure all auditing reports, work sheets and Summary Reports are written legibly or written over neatly by the auditor using a different colored pen.
4. Making sure all folders are intact ready to go to Case Supervisor.
5. Having folders easily accessible and in alphabetical order so they can be quickly obtained.

The Course Administrator must make available any folder the Case Supervisor or Student Auditor requests.

Michael Maurer
Dianetics Course Supervisor

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Sea Organization
for
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF I JUNE 1969
Issue II

Rernimeo, Dn Supervisor's Course

DIANETICS TRAINING

A datum has emerged which is vital to Dianetics training and to the whole forward advance of Dianetics and Scientology.

A COURSE SUPERVISOR WHO DOES NOT KNOW HIS COURSE MATERIALS TO THE POINT OF BEING ABLE TO INDICATE WHERE IN THE MATERIALS ANY DATUM CAN BE FOUND WILL EVALUATE FOR AND GIVE DATA TO THE STUDENTS.

Further students will have extreme confidence in the Supervisor who can and does direct them to the exact Bulletin section or paragraph where they will find the answer to their tech questions, or which they need to study further.

Therefore on any Supervisor's Course, the student must be drilled and is expected to know his materials by Bulletin and paragraph. He must know his materials backwards as well as Study Materials and supervision technology.

The Text Book for any course must be compiled by subject, and paragraphs numbered. There must be an Index by Terms, giving all the page numbers these terms are used, with any page on which they are defined in heavy print.

There are two Dianetics Courses.

HUBBARD STANDARD DIANETICS COURSE.

On this course the student is trained to be a highly competent Standard Dianetics auditor. It is a thorough course, taught tough, and to graduate the Student must have gotten excellent case gains himself and on his preclears. He graduates by reason of excellent examination marks and well done sessions.

The certificate for this course is the HUBBARD DIANETIC COUNSELOR CERTIFICATE. The Graduate of this course is NOT qualified to teach an HSDC.

The second course is the

HUBBARD DIANETIC SUPERVISOR COURSE.

This course requires that the student knows his Dianetics Course materials so well that he can point to anything in the materials.

He must also know thoroughly the Study Material and Supervision Technology.

The Hubbard Dianetic Supervisor Course is taught only in Official Scientology Organizations, and, is very tough with lots of drilling. The student graduates as a HUBBARD DIANETICS GRADUATE and he, and only he, is authorized to teach a Hubbard Standard Dianetics Course or a Hubbard Dianetics Supervisor Course.

A Dianetics Counseling Group should have a Hubbard Dianetics Graduate as only then may it conduct and run a Hubbard Standard Dianetics Course. And it must hold a Franchise to do so.

It should send in to an official Scientology Organization its best Standard Dianetics auditors to be trained ON the Hubbard Dianetics Supervisor Course.

Tony Dunleavy
Planning & Training Aide

for
L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 3 JUNE 1969
Issue 11

Rernimeo Dianetics Course Checksheet

**LEGAL STATEMENT CONCERNING DIANETICS AND
MEDICAL PRACTICE LAWS**

Dianetics is a science. It is not Scientology. In the hands of a medical practitioner who is also a trained Dianeticist, Dianetics may achieve remarkable results in the handling of many of the problems and ailments which make up a large part of ordinary practice. It does not infringe upon orthodox curative medicine for known physical ailments. In this context Dianetics may be called 'treatment' and be said to 'cure'.

In the hands of a priest or minister who is also a trained Dianeticist, the same tool has a different use and function. It is used as a technology of pastoral counselling. It is then not used to treat and to cure in the medical sense, but to handle the effect of the spirit on the body. Dianetics, after examination, treatment, cure and a clean bill of health, as necessary, by a medical doctor, is used as a tool by the minister to free a person's attentions from his body so that he is ready for Scientology. It is thus true pastoral counselling and has a religious function.

Dianetics as a subject taught on the Hubbard Standard Dianetics Course can be promoted in any authorized way. The *teaching* of Dianetics cannot be excepted to. But promotion of the *practice* of Dianetics as a *treatment* for the sick or afflicted or as a *treatment* for blemishes, deformities, diseases, disfigurements, disorders, injuries or other mental or physical conditions, by other than medical doctors, will violate the medical practice laws where they exist and lead to trouble.

Hence the importance of controlled promotion, of sending sick persons to a medical clinic for examination, for emphasizing that pastoral counselling is *a use* of Dianetics and is a religious use with the purpose of handling the effect of the spirit on the body and not a use which conflicts with the proper sphere of the medical doctor as laid down in medical practice laws.

That is not to say that Dianetics is a religion. It is not. It is a science, but it has a religious use-to free the spirit from bodily considerations. Such problems of the spirit are not the function of the medical doctor, nor the concern of the medical practice laws.

A proper adherence to the distinction between promoting Dianetics the science taught on the Dianetics Course, and Dianetics the pastoral counselling technology practised by Ministers of religion, will resolve any problems posed by medical practice laws.

Proposed by Charles Parselle
Legal Chief W/W
Approved by Jane Kember
The Guardian W/W
for
L. RON HUBBARD

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NOT HCO POLICY LETTER CORRECT COLOUR FLASH RED ON WHITE
HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 7 JUNE 1969

Rernimeo
Dianetic
Supervisor's
Course

DIANETICS

POINTS WHICH GO OUT AND WRECK PCS

These are the points which regularly go out on a course and wreck it. They are vital points which must be policed and kept in. You can almost take it on the basis that if student auditors wreck any pcs these points are out and **MUST** be put in fast to save the repute of Dianetics, the Course, org and area.

1. A student must not be permitted to audit until he has passed a tough written examination with a grade of 1001vo.
2. When a student flunks his auditing or examination he or she re-does the whole checksheet fully (three times through). If a Qual Cramming section is available with a trained Dianetic Cramming Supervisor the student, after flunking, goes to Cramming, gets his misunderstands, etc. handled and then does the checksheet through three times.
3. When the student re-does his checksheet he must be checked out again on the bulletins and drills as though he had never done the Course before. Do not check him out, on only those bulletins he flunked on or misapplied.
4. The person who says "it is all an overrun" (when made to restudy the materials) usually hasn't studied his materials in the first place.
5. LRH case supervised folders must be available and properly studied on course and on any retraining.
6. All materials must be available to the student. The course is compact and meaty. The student cannot graduate (or audit) without having checked out on all bulletins at least three times. Crossing an item off the checksheet as 'not available' is not permitted. The Course Administrator must ensure all materials are available.
7. A student must be shown and must study all the C/Ses of his sessions before auditing another session. He must be checked out for understanding of the C/S instructions of each before auditing another session. If this is not done he will repeat errors already corrected by the C/S but not known to him.
8. Any new bulletins issued and designated for the Dianetic Course must be issued to the students and checked out and must be added to checksheets for new students. New bulletins are issued because (a) an important new aspect of the technology has been developed by Ron or (b) the bulletin is required to correct an outness persisting in the application of the technology. In either case it is vital for students to have the data and to be able to apply it.
9. The Supervisor must not give Tech data to the student-even if he does know it verbatim. He must only refer the student to the materials. If your students are auditing satisfactorily for a period and then the sessions go on the rocks, auditors who were previously doing alright start doing goofy things, you can be certain somebody is giving Tech data. That is the time to call in Inspections and Reports or the Ethics Officer to do an Investigation and find out WHO. The most likely person is the Course Supervisor, the Examiner, the Cramming Officer, or some

other 'technically knowledgeable' person. It may be one of the students or it may be that the students are permitted to get their Tech data from other students.

10. The Course must be tightly scheduled, starts, breaks and end of day being very precise.
11. The course must be closely supervised, the supervisor there on time and there during the course, with no other org duties, and an adequate number of supervisors and administrators must be on staff when the course gets too large to be handled easily. Large courses are broken down into sub-units.

These are the points which, if permitted to fall out, will wreck your course and your pes. We have already seen these points go out several times on a closely watched course. It is quite insidious and is immediately reflected in goofball auditing that drives a Case Supervisor nuts.

Tech Secs, Qual Sees, and Case Supervisors must be alert to see that the Course Supervisor gets these points in and keeps them in before all your Dianetic pcs wind up in Review.

Brian Livingston CS-5 for L. RON HUBBARD Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 JUNE 1969

Remimeo

DIANETIC REGISTRATION

(Revises HCO Policy Letter of April 6, 1969 Issue 11
Mainly in reference to Paragraphs two, seven and ten)

A sign should be prominently displayed in all orgs servicing the general public as follows:

"if you have come here to be cured of a physical illness, SEE THE REGISTRAR and so inform her so that she can arrange for a competent medical examination and treatment and for Dianetic auditing while under the care of a doctor. When you are physically well, you can begin Scientology training and processing on your road to total freedom."

And another sign,

"This organization will not recommend or condone political mental treatment such as electric shocks or brain operations or convulsive drugs and condemns utterly this Fascist approach to 'mental health' by extermination of the insane. Because we will not agree to brutality and murder under the guise of mental healing or to the easy and lawless seizure of persons in the name of 'mental health' for political reasons, we are fought ceaselessly by those who seek domination of this country through 'mental treatment'. You are safe so long as we live."

The registrar is to sign the person up as he or she would any preclear.

The org must make a liaison with a medical clinic which has diagnostic equipment and obtain a flat rat., charge.

Legally and ethically it is all right to send a person to a doctor for a physical examination, but it will cause an ARC break with the doctor to specify what he is to do in that examination.

It is best to say merely: "Would you please do a complete medical examination to include any acute or chronic illness and any effects from past injury or illness."

It should be made clear to the medical doctor who pays his fee. "Your fee for this examination and for any special investigation will be paid by the bearer."

It should end by saying, "Would you please give a note of your findings to the bearer."

Note that it would be unethical for the medical doctor to treat any curable disease found unless the person examined specifically asked him to treat it. otherwise he would refer the person to his own doctor.

A doctor cannot be asked to supervise a person while he is having auditing because he cannot professionally be asked to join in a non-medical attempt to cure some illness, for if he did he would be subject to discipline, charged with "covering", and if found guilty, struck off the Medical Register.

The org should make their position very clear to the clinic-that they are trying to co-operate with the medical profession and that Scientology is a religion. However, after or in the absence of medical treatment if none is needed, the persons sent will be given Dianetic auditing after such medical examination and treatment, if given, or under medical [supervision]. A clean cut difference should be made between Dianctics as an assist done under a physician's care or after his treatment and Dianetics as a religious function of pastoral counselling or Scientology as a religious practice.

; If contempt or hostility is met, write a letter of complaint to the medical

association and try another doctor or clinic. In such a letter of complaint make it very plain that you are not engaged in physical healing, that you have always tried to co-operate with medicine and that your only quarrel is with psychiatric casualties and their perversion of the medical profession.

If the clinic shows clear cut evidence of the need of an operation, the D of Processing should give the preclear the verdict. If the preclear will not have it, arrange a meeting between the preclear and the doctor and discuss it.

It is possible to engage in Dianetic processing even when a medical verdict is for an operation, but if the preclear will not have it, then undertake Dianetic processing only under the doctor's care and with his consent, and insist upon the preclear being re-examined during processing.

The cost of the examination and any operation is in addition to processing fees and any such charges are paid directly to the clinic by the preclear, the org not taking responsibility for the costs of these.

After any medical treatment, the entire treatment is run as an engram or chain as the first action. Lingering symptoms are also run down to their basics as per Dianetic Auditing Assists given in the Dianetic Course.

Policy is not to engage on auditing sick pcs without medical advice or treatment as required.

Insane pes are handled in this same fashion as they are mainly physically ill, need rest and no harassment. Insane pcs are a lot of trouble unless one has an institution to hand, but institutions cannot be trusted. Until an org has some means or connection by which the insane preclear will not be brutalized, shocked or operated on with brain "operations", it is better to refuse them.

By insane pe is meant one who is subject to highly irrational and destructive behavior. If not, they are regarded as physically ill.

The senile and mentally retarded are also handled as per physically ill pes as above.

Waivers in all cases are required.

A new clause, "Will not hold the organization or its principals responsible for medical costs or errors", must be included in signing persons up for Dianetics.

Complete files of all such should be kept in Division 6 to show in case of need

(a) that the org does not engage in physical healing and

(b) success stories with full records, X-rays, etc for Dianetics.

Where this policy letter is fully in force, earlier policies on healing and the insane are cancelled.

This change of policy is due to (1) our wish to cease to individuate from the other social groups of the society and (2) our refusal to leave the field of mental healing in the hands of public enemies.

This is also part of our campaign to Revitalize Western Society. "A well society is a sane society."

L. RON HUBBARD
Founder

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[Note: The word "principlee" has been corrected to "principals" in the fifth last paragraph, per HCO PL 2 September 1969, Issue III, Correction to HCO PL 12 June 1969.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 JUNE 1969

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 See 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

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L. RON HUBBARD
Founder

[Cancelled by HCOP/L 29 July 1972 Issue 11, *Fast Flow in Training*, in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 11 JULY 1969

Rernimeo Dianetics Supervisor's Course

SUPERVISION

A Course Supervisor can give himself, and his students, losses by becoming too careful. The Supervisor being over anxious and harassing all his students to graduate without flunks can unwittingly bring about slow cautious students. This extends course time and the mode is carried over into auditing. The students then become slow cautious auditors. An auditor who, in session, is being careful not to flub, not to violate any tech datum or policy will not have his TRs in, will not have the PC in session and will flunk his auditing.

Dianetics is a fast simple course. It is not complicated.

The majority of students will fly through the course in two to three weeks of full time study. If they don't the supervisor has probably gotten too cautious and inadvertently slowed the course down.

It happens several ways. For example: A student goes into auditing and then flunks. The supervisor feels responsible for not having trained the student adequately. He then takes up the student auditor's flunks with the whole class and has them all star rate check out on the bulletin so they won't make the same mistake. Another example is the super-visor who goes anxious about the few slow students on course. He feels he is failing as a supervisor to have any slow students so starts spending much of his time coaching, checking out, and handling the few. It awards a down stat. This is done to the detriment of the majority of fast students. The supervisor should simply twin the slow students, have them work together using a dictionary and checking each other out on the materials. When they really know the data the supervisor checks them out on their star rate materials. He doesn't spend a lot of time with them. If they just can't make the grade he routes them off to Qual for Cramming and Review to handle.

There are two types of students:

- (a) The student who has had good case gain and studies easily, or the student who may not have had much auditing but studies and audits well in spite of his case.
- (b) The student whose case continuously gets in the way and requires auditing before he will make much progress.

The fast students are permitted to fly right along, no harassment or interruptions, quick concise checkouts. They go fast. They are encouraged to go fast. They get the idea that Dianetics is simple and they want to audit. The supervisor doesn't introduce complications or unusual assignments or 'special drills' not on the checksheet. The student then gets into auditing. He knows the course was simple and uncomplicated. He carries this attitude into auditing and produces simple standard sessions with good results.

The slow student is twinned with another slow student (not with the supervisor) and if he doesn't make the grade at all he is sent to Cramming after a period and auditing may be required. The system of senior students auditing the newer students, together with any needed Reviews, will handle the (b) type student (particularly if a Class VIII Case Supervisor and Review Auditor are available). The supervisor must

avoid being led into giving the slow student special attention and additional time at the expense of the majority fast students.

Supervisors are normally very hard working and conscientious. They do an excellent job but can, in their own well intentioned desire to have all students doing well, be misled into adding to the course, becoming instructors instead of Supervisors, getting too involved with slow students and thus slowing down the course as a whole and producing slow cautious students who carry this attitude into auditing and so flunk sessions. A supervisor doing this can make students too frightened to audit.

If the supervisor validates the fast students by quick pertinent checkouts, keeps the course simple and avoids all additives (like assigning additional checkouts to the whole class, or group question and answer periods, etc), pairs up any slow students and uses standard course policy, Ethics and Review, he will have a fast course and will produce competent uncomplicated auditors who know and apply their data, like to audit, and give good standard sessions.

Brian Livingston CS-5 for L. RON HUBBARD Founder

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 3 AUGUST 1969
(Corrects & replaces HCO P/L of
14 May 1969-Same Title)

Dianetics Course

STARRATE CHECKOUTS

ON STANDARD DIANETICS COURSE

The following are starrate checked out on the Standard Dianetics Course.

HCO Bulletin of 6 May 1969 (Issue 11)	"Routine 3-R Revised Engram Running by Chains"
HCO Bulletin of 23 April 1969	"Dianetics-BASIC DEFINITIONS"
HCO Bulletin of 29 April 1969	"Assessment and Interest"
HCO Bulletin of 19 May 1969	"Health Form, Use of"
HCO Bulletin of 9 May 1969	"Case Supervising Dianetics Folders"
HCO Bulletin of 28 June 1969	"How to Case Supervise Dianetics Folders"

TRs 0-4 (Practical)

TRs 10 1 - 104 (Practical)

E-Meter Drill 23	"Assessment by Tone Arm"
E-Meter Drill 26	"Differentiation between Sizes of Reads"

The balance of the checksheet is done Fast Flow by Attestation.

STARRATE CHECKOUTS

It is not required that Starrate Checkouts be done by the Course Supervisor or Asst Supervisors. This becomes impractical as course numbers increase.

Students should be Starrate Checked out by students *other than* their twin. The usual way this is done is for two pairs of twins to "Cross Checkout", that is, two pairs working side by side checkout members of the other pair. But any student other than the person's twin may give the student a Starrate Checkout. The person giving the checkout initials and dates the checksheet, thus attesting that he has given a proper Starrate Checkout and that the Student has passed.

The Course Supervisor and Assistant Supervisors must constantly observe Starrate Checkouts being given, and ensure that the standard remains high, in full accordance with HCO P/L 14 May 69 Issue 11 (How to do a Starrate Checkout) and HCOB II October 1967 (Clay Table Training).

Tony Dunleavy

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Plans & Training Aide
for
L. RON HUBBARD
Founder

[Note: This revision corrected the date of "Health Form, Use of" from 16 April 1969, added HCO B 28 June 1969, TRs 101-104 and the last three paragraphs. It was later cancelled by HCO P/L 31 December 1970, Standard *Twin* Checkouts, in the 1970 Year Book; and 14 May 1969 was cancelled by HCO P/L 29 July 1972 Issue II, Fast Flow *in Training* (which also cancelled 31 December 1970), in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 5 OCTOBER 1969
Revised and Reissued
10 DECEMBER 1969

Rernimeo
BM
Franchise

The Auditor

**DIANETIC COURSES,
WILDCAT**

Unauthorized and incompetent Dianetic courses are bound to spring up and have already.

Policy on this is to insist they have a competent HDG to teach them.

They can send one of their number to an Sen. org. We will do an ything possible to make it easy to train their instructor.

We will grant their students an HDC certificate of a special type on the sworn attestation of their HDG Supervisor (who must have been officially trained) that his student has passed an exacting examination with a grade of 100%, has sworn to follow the Auditor's Code and has done 25 hours of auditing all well done or very well done in results according to the pc at certificate cost.

We will make full study texts available to them and their students.

On the other hand we control absolutely the copyrights and materials and can enforce them.

As we are only insisting they get the straight data, it should be easy to make such arrangements as we are very reasonable and only wish to help.

Scientology auditors are trained only by our orgs.

"Wildcat" (meaning springing up anywhere) Dianetic students will soon realize the value of being backed up by a Scientology auditor, thus sending students to our orgs.

Action should be taken to handle this situation wherever it occurs. We are only seeking to protect results and the repute of Dianetics. We want people to win and stand ready to help.

No one has to covertly teach Dianetics. We will let them do it quite openly so long as they have their supervisor trained and use the actual texts.

Authorized Franchises and officially registered groups teach HDC Courses on an official basis and receive validated official certificates.

All certificates are provisional until re-examined by the Director of Certificates and Awards of an Official org, at which. time they are stamped "Professional". The examination charge is \$15.00.

Any certificate may be withdrawn if falsely procured, for abuse or failure to follow the Auditor's Code.

LRH:rs.ei.rd
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L. RON HUBBARD
Founder

[Note: This revision added the last three paragraphs and changed the fourth paragraph from "We will grant their students HDC certs on their attest at certificate cost (\$2.50)" to the above.]

HUBBARD COMMUNICATIONS OFFICE
20 Buckingham Street, London W.C.2, England

Executives in Washington and London:

Mary Sue; Dick Steves, *Julia Lewis*; Don Breeding, Jack Parkhouse.

THE SUMMARY OF A BULLETIN FROM THE ACADEMY IN WASHINGTON D.C.
CONCERNING TRAINING

Scientology organizations have recently surveyed and re-studied training and its results in the light of the best benefits for the student, the public and the organizations themselves, therefore the following programs are being instigated, as they prove feasible. Training is classified and is being enfranchised along the following lines:

FIRSTLEVEL: FREE COURSE

This level of training is performed by Auditors throughout the world and even by the organizations themselves. It consists of a one or two-week free course (depending on whether or not it's given five times a week or three times a week) covering the most elementary principles which general groups can agree with in Scientology. The total aim of this course is to get people who are working in and are interested in Scientology to carry forward more of Scientology programs. This is a very important course both for individuals and the organization, but it's mainly important to the general public. It is not the purpose of this course to teach even a tenth of what appears in "Scientology: The Fundamentals of Thought". The purpose is to take people who have or have not heard of Scientology and give them their first real reality on the subject by taking some of the most elementary but far-reaching principles and getting them to examine the principles and finally come to an agreement concerning them. No certificate is awarded on this course.

SECOND COURSE: ADVANCED COURSE

This course is given for a fee and consists of twenty hours or more instruction, advancing even further into Scientology and teaching in particular two subjects, ten hours of instruction at least being devoted to each. These instructions cover exactly the first ten hour period of the Advanced Course: the communication formula and its use; and the second period of at least ten hours: the tone scale. These two subjects are taught-each an equal number of hours so that people can be admitted to an Advanced Course at its mid point. Here again there's no effort to teach auditing but only the use and application of the communication formula and the tone scale. Two books exist for this subject. One is "Dianetics 1955!" which covers the communication formula, and "Science of Survival" which covers at least the elementary tone scale and what can be expected from it. These are the two text books of this particular course. Care must be taken in this course that the student is not overwhelmed and confused but is actually given a few more key stable data with which he can work in line. This course does not intend to make an auditor, there is no certificate granted for this course.

THIRD COURSE: ELEMENTARY SCIENTOLOGIST

This course teaches auditing of individuals and groups and is in actuality a very complete course on the subject of Scientology. It takes up 1956 HCA tapes, it takes up the various text books and it teaches individual and group processing and teaches as well the handling of organizations and personnel in them. It is probable that this course would cost about \$125 or at least £35. This course requires a right to train from the Founding Church or the HASI. It ends with a certificate from the Central Organizations, the exact title of this auditor has not been established, but the title would mean Elementary Scientologist. The certificate is signed by the Training Auditor who did the actual training and by the secretary of the organization issuing the certificate. The title of this course would not be an HCA Course even though HCA tapes are used and the certificate given would not be Hubbard Certified Auditor or Hubbard Professional Auditor. As it is to this level that most rights to train are directing themselves and as they are cramped by having to charge so much money and as the examination has occasioned so much difficulty, it is thought to be helpful to Auditors "training in the field" to have this course to teach.

FOURTH COURSE: HUBBARD CERTIFIED AUDITOR

This course will be taught by the Central Organizations only. The British

equivalent would be Hubbard Professional Auditor. According to present planning this course would require as its fundamental the requisite certification by a field training auditor either in day or night school, probably most effectively the latter and would apply some of what had been paid on an elementary course to the fee in the Central Organization as a reduction. In other words it would not only be a requisite in having training elsewhere but also the training elsewhere would carry with it a reduction. That this is only taught by the Central Organizations does not mean the Central Organizations would not also teach an Elementary Scientologist Course. A considerable rigor of training would be entered in to the Central Organizations and the certificate of HCA or HPA would be awarded by examination only.

FIFTH COURSE: HUBBARD ADVANCED AUDITOR (B.SCN. ABROAD),

This course would be an extended Advanced Course which would more closely take up the entire body of theory and information of Scientology and which would improve the Auditor's case level and operational ability. The certificate of Hubbard Advanced Auditor (Bachelor of Scientology abroad) would be awarded at course completion by reason of successful examination.

SIXTH COURSE: HUBBARD GRADUATE AUDITOR (D.SCN. **ABROAD**)

This course would be taught as an Advanced Clinical Unit, preferably by L.R.H. only. It would consist of the equivalent of a three-week intensive, two weeks of high school indoctrination so as to be able to cope with any kind of a case and a week of coaching on processes. This is actually a new type of Advanced Clinical Course only so far as its actual pattern is concerned. It would be instructed by L.R.H. At the end of course by examination the certificate of Hubbard Graduate Auditor or Doctor of Scientology abroad, would be issued.

SEVENTH COURSE: ORGANIZATIONAL INTERNSHIP

This course would be actually an internship and would be available in the several ways as follows:

(a) *TYPE A INTERNSHIP*

The Central Organization chooses amongst the HPAs or HCAs graduating, extremely likely students and offers them a year's internship to be performed in the various organizational units, auditing, instructing and administering so as to completely familiarize the student with the various workings of the organization (which are sufficiently complex and are a sufficiently large study at this time that very few people understand them who are not working with the organizations themselves). The student would sign a contract paying a certain sum of money by the contract to the organization for the year's internship. A Type A Internship would however give the student several weeks, of probationary employment at a rather low wage and the remainder of the year employment at a reasonably good wage, only less than that of an equivalent staff member. At the end of his year's training he is given a certificate as a Staff Auditor and with that title, which attests the fact that he has served for a year within the organization in the capacity of a Professional Auditor. The Type A Internship and no other internship would influence earlier training fees contracted. By issuing such internships the organization would be sure that the individual then released into the field would be able to carry on independently and would be able to do extremely well as his auditing would be excellent. The reason of being entered on an internship would not bring about any other degree and these would have to be studied for as in an ACC, deducting only such time of study from the year, but the fees for any additional courses would have to be paid.

(b) *TYPE B INTERNSHIP*

A Type B Internship would be solicited by students, not offered by the organization. It would consist of the payment of a fee to the organization for a year's additional training in the organization itself and would follow more or less the same pattern as a Type A Internship, with the exception that the Type B Intern would not be on the pay roll, All of his activities would be conducted on a purely self-supporting basis. He would pay the fee to the organization for this work and training. At the end of that time he too would be issued a certificate as Staff Auditor of the organization. Both* the Type A Internship and the Type B Internship certificates would be signed by the Director of Training and Director of Processing and by L.R.H.

(c) *TYPE C INTERNSHIP*

This Internship would be available to HCAs determining to work with Staff Auditors in the field. In addition to his **HCA training he would then have a year's training** working in **the offices** of other auditors. The initiation of a **Type C Internship would** be totally in the hands of field auditors and the arrangements they would make would be completely independent of the Central Organization. The only certificate authorized for a Type C Internship would be an endorsement on **the HCA or HPA certificate** by the Central Organization that this auditor had worked for one year with a field auditor under internship.

Concerning all Internships, credit for the Internship fee would be no great liability to the organization since people who will get around the organizations for a year actively engaged in handling the fundamental problems of the organizations of Scientology are usually in their later personal practices quite well off. No shorter period than one year should be tolerated. The Intern in leaving the organization or in committing sufficient breaches of the Code of a Scientologist to occasion his dismissal from the organization would not be absolved from his Internship contract and the contract should be so written. When he has passed his probationary period of the first few weeks and has actually been accepted on a full internship basis he is fully committed to his Internship contract. Up until that time his dismissal or relief from Internship would absolve him of the contract. The grade of permanent staff would therefore have to be designated. This exists in fact at this time. There are auditors who prefer the companionship and team-work of the organizations to individual practice and these as Instructors and Staff Auditors are the backbone of the organization. They would therefore have to be specially designated as permanent staff and would receive a higher salary than other auditors in the organization-by which is meant permanent interns Type A.

This training plan is built out of experience and although some fault may be found with it in various places it is discovered that a high fee long duration HCA course works a considerable hardship on a field auditor. He does not actually profit from it. He could however profit from a low fee evening or even day-course without the added complexities of Central Organization examination, checking states of case and the randomness which has occasionally arisen. It is thought that a person with the right to train would be able to support himself much better financially at the lower fee he would rather charge and without having the duress put upon him to do the same amount of work with the student as would be required in an HCA. Furthermore this type of training could be made available in other parts of the world than the United States. The Central Organization could actively support these rights to train by demanding that training be done to some degree in the field as a requisite to Central Organization courses. This would permit the Central Organization to turn out a better grade of HCA in the long run and would actually put a lot of auditors into action throughout the country who would not then, if their work was not of the highest possible calibre, bring embarrassment to auditors in the field who are very busy in numerous directions and do not complete training to the degree that the Central Organization insists on. One of the reasons this third course is instigated is to permit the auditor with the right to train to swell his numbers of students and to relieve him of the rather heavy expense connected with an arduous complete auditor course and permitting him to exist without putting into rivalry with himself a number of people who have more or less the same degree he has, a point which has lately been found quite important in large cities. A new training contract could be entered into with the Central Organizations which obviated the irksome "Bond-note" and the duress which has occurred because of the anxiety of the Central Organization to keep up the quality or raise the quality as high as possible of the HCA or HPA certificate. This arrangement would not influence certificates issued ex post facto, but would influence all future certificates. Areas of training could be assigned to people with the right to train. It has been discovered that people who take the Free Course and -the Advanced Course then get ready for a third course, and unless this course is available they are dead-ended since these are business people who must take their training at night and it is not usually possible for them to take a local course of the vigor of HCA, nevertheless they want to become auditors and professional Scientologists and every effort should be made to encourage them. At the same time, since every auditor who has a right to train has been trained by the Central Organizations, his own dominance in his area to some degree depends upon his own level of certification by the Central Organization and he should not be permitted to destroy his dominance in his own area by creating equal grades, or grades which even come within the scope of Central Organization certificates since the public itself is liable to consider this an equal grade. This is actually antipathetic to the general customs of man, which is why it has not worked. The basic error in all these rights to train was the people were being given the right by the Central

Organization to create at the same level of operation as themselves and a considerable hardship resulted since their own superiority in their own areas then became rivalled and randomness ensued.

It is my recommendation to various staff and executives that this be taken up both in Washington and London, looked over very carefully, and a thorough paper be prepared and issued on the subject giving in addition the exact cost, except in the case of the Elementary Scientologist where the fee should be arranged in the area by the individual auditor doing the training. He should not be limited in his charges or made to charge excessively.

Completely aside from the actual studies which have been made of the subject utilizing the data accumulated during the last six years, we have at this time another paralleling program of some interest in the Central Organizations. This, just amongst ourselves, consists of processing people up to a point of where they can handle other people. We have accomplished this now. It is a fact, and as we ourselves advance in the organization in this capability we then of course then extend this capability outwards, therefore we will have to be thinking in terms of seniorities of certificates and training in order to back up this basic program. The basic program of course consists of demanding that everybody that we keep in good circulation and that we help along, have enough processing on the current processes to permit him to control rather easily individuals and groups. This of course going out as the waves in a pool into which a stone is dropped would mean that our organizations would become dominant on earth. It might not even take very long to accomplish this program. In working with this program we of course must have an equivalent series of training staffs.

One further note on Elementary Scientologist. We would require this certificate and successful completion of a further course above as a pre-requisite to Ministerial ordination by the field churches. They are going to ordain people anyway sooner or later and we prefer of course that they ordain at HCA or HPA level, but they can ordain at the Elementary Scientologist level, but we require an HCA ordination and therefore we have a much higher grade of ordination and it makes the ministers which we train dominant in the field.

It is my suggestion that for their own good, people with rights to train and other people who'd like to have rights to train, particularly in the British Isles and in places in America where there is very little training, that this third Elementary Scientologist Course be sold. I do not think it would be wise to undertake in the future HCA training in any branch office of the organization, such as New York or Dublin. I think it should be adequate that those offices simply run a third level course. They would find many more candidates since they would not have to charge as much money and these offices are not equipped to train at HCA the way we're training now.

One of the primary factors which makes this an urgency and gives us a priority in putting it in through the works is the use of a double-type of training which we're doing now in the Central Organization where we indoctrinate for two or three weeks and even process before we train. Nobody can afford to do this in the field. The cost of it is very high, consequently nobody will do it in the field. Therefore an HCA course and an HPA course will become something entirely different.

There is no reason under this why British auditors in good repute with the organization could not undertake evening courses for people in their area in order to fit students of theirs for using Scientology in industry and personnel posts and so forth. The title of the grade is important since it must be good enough to make the field auditor capable of selling it and it must not be so good that it devaluates a Central Organization certificate-must hang in that middle-ground.

Another factor which occasions this release to executive staff and interested persons is that I am not willing that auditors who are poorly trained and in terrible condition longer use Hubbard Certified Auditor when I have not even seen them or checked them. We're getting sufficiently big that I realize with a shock that I have Central Organization HCAs around that I have not even met and this is a peculiar state of affairs. We have to have some way of identifying the arduous training which our people receive because we are about to make it about ten times as arduous as anybody in the field would even dream of.

Let's put this one into operation.

LRH:re.rd
Dict'd 12.9.S6
Typed 19.9.S6

L. RON HUBBARD

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH
NOT GREEN ON WHITE
HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HCO BULLETIN OF 3 MAY 1957
(Issued at Washington)

To All Staff

**TRAINING-WHAT IT IS TODAY
HOW WE TELL PEOPLE ABOUT IT**

In London I made up a chart of training for the Comm Course (former Indoc) and HPA/HCA.

This course is plotted exactly on eight weeks including an intensive by a graduating student upon an incoming student.

The stable datum of all training now is:

"A student is graduated when his training level is such that he could be entrusted with an HGC preclear."

Thus examination is rendered much easier and stable.

HPA/HCA Training requisites stress:

1. Synopsis of A important Dianetic and Scientology Books and a synopsis of tapes heard.
2. Profile student achieved when auditing an incomer.
3. Memorized Axioms.
4. Five levels of Indoe.
5. Long form CCH.
6. Good attendance record.
7. Ability to Group Audit.
8. The Codes down pat.

That is more or less it. The Chart is intensely specific.

Paramount in all our training are:

1. To get our graduating students in good shape; and
2. To make sure our incoming students are given a good week intensive by the graduating student before the newcomer enters Comm Course. Why? Because Comm Course can reduce havingness and we want our new Comm Course student to learn, not agonize.

Training today can be pretty smooth.

But be alert here. We've changed type of training from emphasis on Classroom to emphasis on Student. "Academy" means coaching.

In Public representation of Washington and London schools stress that eight weeks of personal individual attention can make a Scientologist and a good one and that this is why the cost is what it is. This training is the best on Earth for living in general as well as doing Scientology. "It's personal. It's for you. It's good. Only those who have it can Survive."

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1
(Issued at Washington DC)

HCO POLICY LETTER OF 1 OCTOBER 1958

Full Distribution
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 disbarred by reason of race, colour, creed, nationality, ideology, age, mental condition, language, former training or social condition.

Qualifications for HPA/HCA

One year minimum in training before certificate may be issued, although examination may be within that period.

At least 8 weeks spent in an Academy of Scientology with creditable grades.

Actual evidence of skill in handling Formal Auditing (TRs 0 to 5).

Actual evidence of skill in handling Tone 40 Auditing (TRs 6 to 9).

Verbatim knowledge and understanding of: The Auditor's Code The Pre-Logics The Logics of Dianetics The Axioms of Dianetics

Mental Anatomy: Definitions and examples of each of the following: LOCKS, SECONDARY, ENGRAM, CHAIN, TIME TRACK, CIRCUIT, MACHINERY, VALENCE, OCCLUSIONS, MOCK UP, THE PARTS OF LIVINGNESS.

Manifestations: Definitions and examples of each of the following:

Overt-Act-Motivator Sequence, DED-DEDEX, Problems, computations, past lives, cognitions, oc~mm lags, and when they are over, introversion, extroversion, ARC, remedy of ARC breaks.

The candidate must demonstrate Ids ability to:

(No E-Meter work of any kind is done or required in an HPA/HCA course.) Run Factual Havingness

Run an engram

Find and run a past death Find and run a secondary Run ARC Straight Wire

Handle difficulties with old style straight wire Run Remedy of Havingness

Handle an Assist
Locational Processing
8-C
Op Pro by Dup, Old Style

No other processes are required or taught as these are quite adequate. Texts:
Dianetics: The Modern Science of Mental Health, Science of Survival, Self Analysis and Advanced Procedure and Axioms.

The following Scales must be known and examples must be provided:

ARC Tone Scale
Effect Scale
Know to Mystery Scale

Evidence of having read and understood *Dianetics: The Modern Science of Mental Health, Science of Survival, Self Analysis and Advanced Procedure and Axioms* must be given.

After a set date of enrollment (October 15, 1958) no examination exceptions will be made. Students whose enrollment date is prior to October 15, 1958 will be the same as before.

Three Formal case history forms giving evidence of having helped three persons with Dianetics and Scientology.

An HPA/HCA student must present evidence of having had 5 hours of Op Pro by Dup Old Style run on him without interruption.

Qualifications for HCS/BScn
(which are equivalent levels)

Certificate to be issued no earlier than one year from date of enrollment in HCS/BScn course (Effective after October 15, 1958).

Successful attendance of at least 5 weeks of courses at an Academy of Scientology.

A review examination guaranteeing ability in TRs 0 to 9.

Verbatim knowledge of: The Axioms of Scientology

Demonstration and Evidence of complete conversance with:

The Handbook for Preclears Scientology 8-80 Scientology 8-8008 The Creation of Human Ability

Demonstration of excellent knowledge of CCH 0 to CCH 4.

Demonstration of good knowledge of and handling of an E-Meter.

Demonstration of knowledge of the six types of processes: 1. Starting-Ending Session 2. Control Processes 3. Duplication Processes 4. Subjective Processes 5. Objective Processes 6. Straight Wire Processes

Some knowledge of all the R-1 and R-2 processes of *The Creation of Human Ability*.

Demonstration and knowledge of Creative Processing.

Demonstration and knowledge of the basic clearing processes given in Clear Procedure, Issue One, and a concentration on this clear procedure and no other later procedure as this clears 50% of the preclears easily so long as one uses simple geometric forms, particularly simple spheres, in Step 6.

Three Formal case history forms giving evidence of having helped three persons with Scientology (in addition to HCA/HPA required cases).

Qualifications for 1ICS/DScn
(effective October 15, 1958)

Certificate may not be issued for one year after date of application for an ACC.

A review examination of TRs 0 to 9 requiring excellence in handling them.

Demonstrate how to produce the 5 manifestations of an E-Meter and handle an E-Meter in auditing.

A review examination of the whole of the above requirements for HCA/HPA and HCS/BScn. (A passing grade on this section will be 50% until October 15, 1961 when a grade of 75% will be required.)

The knowledge and ability to do group auditing.

Demonstration of a full and complete knowledge of ACC Procedure of the Sth London ACC.

Knowledge of the basic buttons taught in the 20th ACC US and their use.

Attendance at an Academy ACC with a course completion and a passing grade. One or more ACCs may be attended, only one need to have been completed and passed.

A knowledge of hypnotism.

A knowledge of the history of religion and psychotherapy.

Evidence of having cleared one person and the full case history submitted as well as the Formal Case Report.

Evidence of having greatly helped two persons with auditing with Formal Case History.

A thesis covering an application of Scientology to a field of endeavour.

Membership in the HASI.

L. RON HUBBARD

LRH:rs.rd

(Note: Per HCOB 9 October 1958, in *Qualifications for HPAIHCA, Advanced Procedure and Axioms* was added to the list of texts, and also replaced *Handbook for Preclears* two paragraphs later.)

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

(Issued at Washington D.C.)

HCO POLICY LETTER OF 2 OCTOBER 1952

Worldwide Distribution and Application

SALE AND CONDUCT OF ACADEMY COURSES
(Refer to HCO Policy Letter of 1 October 1958)

As of October 15, 1958, effective date, the circumstances and enrollment procedures of courses are changed worldwide.

While the administration must yet be set up the fact and advertisements exist as of October 15, 1958. Even if it isn't done don't put anybody on wait while we scramble. Sign them up and somehow deliver.

Basically: A student may enroll for a course as before but he must understand it will require a year from enrollment date to get his certificate because of *Extension Work*. We then have two phases of training: Extension Work done at home, and Class work done at the Academy. His course *in* the Academy is still 8 weeks for HCA/HPA, London, 5 weeks for HCS/BScn, London, 6 weeks for HGS/DScn, London. He may do these weeks at once but he has other work to do as well. He is enrolled for a one-year course in each certificate status. He should not be discouraged by confronting him with this. It does not matter when he takes his time in the Academy so long as he does it. There are written work, exercises and reports on cases to be done before his final exam. It has always taken a year, you can say, to get any actual certificate. We are just now making a reality of it. He can audit people or do anything else he wants, but the time is one year from enrollment to certificate in any grade. He could take all Academy work for all three grades in 5 months all jammed up but he'll still have to complete his first year to get his first certificate. This is no gyp school. It takes three years to get the top rating and more time is spent on the mind and thetan in those three years than in 15 years of psychology or psychiatry. We're taking over the fields of the mind and spirit on Earth. Our people have to be good. Any applicant will agree to that.

EXTENSION COURSES

Anyone may enroll in an Academy course to HCA/HPA for f 2.0.0 or \$5.00. He has to buy his texts (we give away no more texts after October 15, 1958 and allow only membership discount if he is a member). The enrollment is for one year. Any answer to his enrollment is to send him C.O.D. (permission to do so must be on the blank he sends in-blank to be in Certainty) a "Dianetics: Modern Science of Mental Health", hard cover. (Blank must also be able to say he already has it if he does.) He is sent directly by first-class mail his first lessons. Even if he has been in Academy he does these. They are printed lessons he has to fill out. He furnishes the envelopes and stamps. The lessons are uniformly simple. One is due back each week. The page is perforated at the bottom so a lower strip may be torn off by the Extension Course Director, written on and returned by first-class mail in an envelope. The student gets a nudging card if he fails to send in a lesson. These lessons are a chapter by chapter coverage of Dianetics: Modern Science of Mental Health only. They require mainly agreement. The student can go no further than Dianetics: Modern Science of Mental Health data (no practice) when we find it necessary to bring him in for his 8 weeks (preferable) or at least a Comm Course. Given his Comm Course, his next lessons still apply to Dianetics: Modern Science of Mental Health but now they are auditing practice lessons. We make him find locks, secondaries, engrams in several people. Then we bring him back for more training or (if he took his 8 weeks) we have him audit things out of people-locks, engrams, secondaries. We have additional lessons covering the remaining texts. The Addressograph Section takes these students' names and addresses and keeps the list up to date. Sets of envelopes, cards for file for lessons (that can be used as postal cards but are not stamped) for each week are run off and refiled as lessons appear from student (leaving the delinquents to be reminded by simply mailing the card).

The whole of this or any extension course is crisp comm line and accurate

administration. It is simple if it is prompt and neat. The whole project can be nicely ruined by poor administration on this. The quality of lessons should be good but are secondary to good thorough administration. People would always rather get a new theory or a dizzy plan rather than face these vital pieces of Mest and a systematic handling of them. Cards and file drawers are obviously vicious.

A plan of the course and how to do it is sent with the enrollment reply, plus an enrollment card he can show his friends to explain why he wants to practice on them.

Similar texts and enrollment measures are taken for the HCS/BScn course, and the HGS/DScn.

The texts for each of these courses are listed in HCO Policy Letter of October 1, 1958. No other textual or factual material is to be used and no further course booklets or pamphlets are necessary.

What is necessary:

Lesson tablets, in glued-together sheets like a writing tablet, 25 lessons to a tablet, each sheet being its own lesson. The sheet is perforated across the last 5th of the page. The student's name, current address, course, and answers, are all written by the student. The Extension Course Director writes any comment or grade on the bottom slip, tears it off and sends it back to the student. If no lesson came, a card goes to student reminding him. When it comes time for the student to come in for his course he comes in, pays for the week or weeks he takes, goes home, gets more work to do, is finally examined (either at home or at Academy [two different exams]) and when he passes he promptly gets his certificate. This is true for all three courses.

Certainty must at once carry ads and continue to carry ads for "Academy Enrollment-one year, do work at Academy and at home-Enroll now, f 2.0.0, receive your first lessons." An enrollment blank, that with f 2.0.0 enrolls him *must always be part of the ad*.

The idea of field training plus Academy training for a certificate and the fact of 3 years of training to the top will appeal.

Academy courses must be carefully geared to HCO Policy Letter of October 1, 1958. This scramble to "get the newest learned first" is giving us training disasters. Of course, the student would prefer facing a thought or theory or a quick think process to facing real live engrams, secondaries, and banks. So we don't train them well. They're not like 1950 Dianetic auditors-they're flinching these days.

And who said you couldn't clear people by running engrams? You couldn't if you had no TRs and therefore ragged auditing and ARC breaks.

Any time you write or say Dianetics; today, define it-"Dianetics, that part of Scientology which stresses mental anatomy." That swings people into Scientology before they think about it. They are not then surprised to hear from the Academy of Scientology about Dianetics.

"A minister has to know mental anatomy before he can know the spirit The brain forms no part of the study of Dianetics," are two more lines that must be gotten about even if only as bottom lines on a Certainty or Ability page.

This programme of 3 years training by I year stages is now begun. We'll just have to commit ourselves to it and cope with it and have it wheeling before the paper-back Dianetics: Modern Science of Mental Health gets in the drugstores next spring. So here we go.

Who activates all this? Why,.you do, of course.

L. RON HUBBARD

LRH:md.rs.rd

HUBBARD COMMUNICATIONS OFFICE
3 7 Fitzroy Street, London W. 1
Issued at Washington

Distribution: HCO POLICY LETTER OF 15 DECEMBER 1958

AllActivities

ACADEMY TRAINING CURRICULUM & EXAMINATION

Supersedes all earlier Theory & Practice Releases

The training of HPAs and HCAs must include the following skills. HCO Bds of Review, by this directive will examine only on these skills and texts:

Comm Course, TR 0 to 4 Old Style (as given in TR Manuals and bulletins), with TR SN substituted for all earlier TR 5 drills.

Upper Indoc TR 6-9 Old Style (original, as given in TR Manuals and bulletins).

The above must be done thoroughly and well and will be examined rigorously by HCO Bds of Review. If flunked in any case no further exam is given or will be given for 120 days for any certificate (HAS being exempt from examination except by instructor or field auditor).

Theory & Practice Basic theory is more or less covered by Extension Course but may be examined on these texts:

Dianetics: Modern Science of Mental Health
Science of Survival
Advanced Procedure & Axioms
Scientology- Fundamentals of Thought

TECHNIQUES

The HCA/HPA must know two types of auditing:

Tone 40 Style Formal Auditing Style.

He must know the difference and not cross them. (T-40 is taught in Upper Indoc, Formal is taught in Comm Course.)

He must know these processes:

Tone40	CCH 1
	CCH 2
	CCH 3
	CCH 4
and Formal	Straight Wire
	S-C-S
	Factual Havingness (3 questions)
	What can you confront?
	You make a picture for which you can be wholly responsible.
	Help
	Step 6 (and its dangers)

BScn/HCS training and examination includes all materials on Clear Procedure and ACC Clear Procedure Fall 1958, plus Scientology 8-8008 and Creation of Human Ability and E-Meters, and must be able to audit all processes in ACC Clear Procedure Fall 1958, including CCH 0. He must be able to do a full track Scout.

DScn/HGS: Engram Auditing and other materials as will be prescribed.

Note HCO Secretaries everywhere, please assist Academies to hold to standard Technology as above and assist where possible with publications.

Note: HCO Bds of Review: Examine only on the above henceforth. This is a finalized version since Clears can be made by HPAs/HCA's now as well as BScns and DScns with these processes.

[See also HCO B 6 January 1959, page 277.1

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
1812 19th Street, N.W., Washington, D.C.

DofT
Acad Admin
Ext Course Dir
Acad Insts
D of P
Processing Admin
HCO Bd of Review
ACC Worldwide Inst
HCO

HCO BULLETIN OF 16 DECEMBER 1958

EXTENSION COURSE CURRICULUM

The Extension Course for HCAIHPA is outlined as follows:

Section A - I tablet

Lessons IA to 20A, eight questions each lesson: Dianetics, Modern Science of Mental Health, entire book covered in 160 questions.

Section B - 1 tablet

Lessons IB to 20B, eight questions each lesson, Science of Survival, entire book covered in 160 questions.

Section C - I tablet

Lessons IC to 20C, eight questions each lesson. Advanced Procedure and Axioms, entire book covered in 160 questions.

Section D - I tablet

Lessons ID to 20D, eight questions each lesson. Scientology: Fundamentals of Thought, entire book covered in 160 questions.

The Extension Course for HCSIBScn is outlined as follows:

Section E - I tablet

Lessons IE to 20E, eight questions each lesson. The Hubbard Electrometer and Electropsychometric Auditing, entire subject covered in 160 questions, theory and practice.

Section F - I tablet

Lessons IF to 20F, eight questions each lesson, Scientology: 8-8008, entire book covered in 160 questions.

Section G - I tablet

Lessons IG to 20G, eight questions each lesson, The Creation of Human Ability, entire book covered in 160 questions.

Section H - I tablet

Lessons IH to 20H, eight questions each lesson. Various Clear Procedures from various texts, entire subject covered in 160 questions.

The Extension Course for DScnlHGS is outlined as follows:

Section J - 1 tablet

Lessons IJ to 20J, eight questions per lesson. All TR Drills, entire subject covered in 160 lessons (text not yet published).

Section K - I tablet

Lessons IK to 20K, eight questions per lesson, Track Scouting (text not yet published). Entire subject covered in 160 questions.

Section L - I tablet

Lessons I L to 20L, eight questions per lesson, Scientology Organizations, entire subject covered in 160 questions.

Section M - I tablet

Not outlined.

The following activities are responsible for submitting questions to be made into printed lessons:

Section A		Academy DC
Section B	-	Academy London
Section C	-	HCO Bd of Review DC
Section D	-	HCO Bd of Review London
Section E	-	HGC Washington DC
Section F	-	HGC London
Section G	-	Academy London
Section H	-	HCO Washington DC
Section J	-	ACC Worldwide Instructor
Section K	-	ACC Worldwide Instructor

When you have completed your section, please send the questions complete to HCO for forwarding to me.

This is the fastest way I know to get the Extension Course completed. I have only its format and a DMSMH outline at this moment. Would you do this for me?

HOW TO WRITE AN EXTENSION COURSE SECTION

An Extension Course Section consists of a textbook and a series of lessons done on a glued-top tablet, one sheet per lesson, eight questions or exercises per lesson. The questions are consecutively numbered from 1 to 160 with the Identifying letter on each number. Example: Section B, third question, is 3B. The name of the textbook but not its page numbers, is carried on every lesson page, not each question.

We only want the questions for the section, not the printed complete product.

The questions concern only vital definitions needed for a knowledge of the subject and examples of the use and meaning.

To do a course, use the following:

I. Make a list of all vital definitions used in the text specified on the subject. These should number around eighty so pare or expand the list until it is composed of eighty vital words or phrases or objects:

Use the definition for odd numbered question&

Demand an explanation, an example, a discovery from real life, a consequence, etc, of the definition as the following even-numbered question.

The Extension Course should give the taker a passing knowledge of Dianetics and Scientology terminology phenomena and parts. This is its goal and purpose. The reasoning or examples in a text are considered secondary, for the purposes of the course, to precision definitions.

The Extension Course Student should finish the course with the feeling he is dealing with a precision science, composed of identifiable parts.

Example (not necessary to use):

Question 5A: What is a *reactive mind*?

Question 6A: Give something out of your own experience that would illustrate a reactive mind at work.

The main tasks imposed here are (1) To summarize the important definitions and parts of Dianetics and Scientology from a text and (2) Ask interestingly for an application to life.

Now you see why I want your swift help in writingit. It would take one person months. Your contribution, as assigned in this bulletin, **will** speed it up by months.

L. RON HUBBARD

LRI1:md.rd

Distribution:

Not to be stencilled in London (their copies being sent direct from DC).

Info copies rig to Melbourne, SA, and all field offices, via HCOs;

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HUBBARD COMMUNICATIONS OFFICE
1812 19th Street N.W., Washington, D.C,

HCO BULLETIN OF 6 JANUARY 1959

Full Distribution

(CHANGE OF HCO POLICY LETTER OF 15 DECEMBER 1958)

Step 6 is deleted from HCA/HPA Curriculum and added to HCS/BScn section.

No E-Meter is used or taught in HCA/HPA courses. Comm lag is taught instead.

L RON HUBBARD

LRH:gn.rd

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HASI POLICY LETTER OF 19 JANUARY 1959

EXTRA WEEKS ON HPA COURSE

The following is policy in relation to students who could not make the grade in the eight weeks HPA Course:

If the course was paid in whole, in advance, the student is entitled to free weeks to finish his training.

If he has not paid in advance he is only permitted eight weeks.

Extra weeks will cost f.7.1 0. 0 per week.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HCO POLICY LETTER OF 11 MAY 1959
(Convert into a Sec 1 ED)

, HPA/BSCN "RETREADS"

There is no such thing as an HPA/BScn retread fee.

If an HPA wants to retread to new HPA course, he can pay the usual price per week for training (about 15 gns).

I know there is now a mish-mash in training because of a new course more basic than old courses. We'll just have to cope.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 AUGUST 1959

CenO

STUDENTS ATTENDING COURSES

Students are allowed to do Extension Courses and attend another Central Organisation for their actual training if this be more convenient. Normally students would get their Extension Course material from the nearest Central Organisation, and would attend the course there.

HCO Secretary WW

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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.

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HCO Secretary WW

HUBBARD COMMUNICATIONS OFFICE
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HCOTOLICY 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.

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Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 1 APRIL 1960

BPI

TRAINING REQUIREMENTS

HUBBARD APPRENTICE SCIENTOLOGIST

Have all present lifetime overts and withholds cleared and taken responsibility for. Have done the same with one other person. Account paid in full for HAS course. Any infraction theses completed. HCO Board of Review will be the authority on the overt/withholds requirement and this must be cleared through HCO Board of Review. This applied only to Academy HAS.

HPA/HCA

HUBBARD PROFESSIONAL AUDITOR/HUBBARD CERTIFIED -AUDITOR

8 weeks of training, all passed. 8 weekly reports submitted. Synopsis of Dianetics '55. Account paid in full for HCA course. International Membership in force. HCA Extension Course completed, Any infraction theses completed. The HCA examination passed-this consists of examination of the following: Verbatim knowledge and understanding of the Codes, (Auditor's and Scientologist's), Axioms of Scientology, Pre-Logics and Logics (this includes footnotes), Scales and definitions. Ability to open and close sessions; to handle ARC breaks and pe originations; usage of CCH processes 1-4 smoothly and well; usage of the Hubbard Electrometer (E-Meter).

Your case level must be high enough to be entrusted with a pc (this is as per the APA and IQ test as well as personal inspection by HCO Board of Review).

Three case histories of pcs audited to state of release, after training at the Academy. Release: a case on which all the charge of current lifetime overts and withholds has been audited off and taken responsibility for.

Ability to run PE and HAS Co-audit Course.

Ability to recognize and produce four basic needle reactions on E-Meter. Ability to assess a case with an E-Meter (this is very important).

HCO Board of Review is the certifying authority.

B.SCN/HCS

BACHELOR OF SCIENTOLOGY/HUBBARD CLEARING SCIENTOLOGIST

6 weeks of training, all passed. 6 weeks' reports submitted. B.Son/HCS Extension Course requirements completed. Account for B.ScN/HCS Course paid in full. B.ScN1HCS Examination passed. Have an HPA/HCA certificate International Membership in force. Any infraction theses completed.

The student must be a good enough auditor that he is employable at the Hubbard Guidance Center (this includes own case level, as in HPA/HCA requirements). The student must be able to clear individual pcs. The students must be able to use the E-Meter excellently.

A time limit for completion of HCA/HPA and B.ScN/HCS certificates has been set. It is twelve months from the end of Academy training to HCA/HPA HCS/B.ScN standard.

This is effective on all HCA/HPA B.Sen students finishing their Academy training after 5th March 1960.

Those students who have completed their HCA/HPA or B.ScN/HCS training on or before the 5th March, 1960, to be given a twelve month grace period in which to complete all requirements; this is to end on 4th March, 1961, with the financial requirement -to be as other requirements, or the date due of the note, whichever is the later. It is also proposed that a student shall not be penalized for enthusiasm and desire to advance in Scientology and that with this in mind, if the student completes Academy training to HCS standard within six (6) months of completion of the HCA training, he will have a maximum time limit for completion of both certificate requirements of 24 months, dated from the completion of the HCA course Academy training. In the event of the student completing HCS training *before* having completed the HCA, as has occurred, the time limit shall be eighteen (18) months, dated from the end of the HCS, for the completion of both certificate requirements.

It is proposed that failure to complete Academy requirements within twelve (12) months (or as amended above) of the completion of Academy training will bring about the transfer of the candidate's files from the "student incomplete" category to be classified as "student incomplete, disqualified HCA (or HCS)" in the Academy files and Addressograph plates.

RECEIPT OF A CERTIFICATE BY L. RON HUBBARD, SEALED AND NUMBERED IS THE FIRST TIME THE AUDITOR HAS PROFESSIONAL STATUS AS SUCH (THIS APPLIES TO HPA/HCA AND B.SCN/HCS ONLY-HAS IS NOT A PROFESSIONAL SCIENTOLOGIST'S CERTIFICATE).

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Rosamond Harper
HCO Technical Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 MAY 1960

CenOCon

ACCEPTANCE FOR ACC AND ACADEMY COURSES

It is now Policy that no students be accepted for an ACC or any other training course conducted by a Scientology Organization who have a chronic bodily condition for which they are under medical care and/or taking drugs.

These students should be encouraged to take an Intensive at H.G.C. until their condition is resolved and they are off drugs.

The reason for this ruling is that, for example, on a recent ACC, the only two blow-offs have been (1) a student who was on 30 grains a night of Sodium Bromide, Chloral Hydrate and gentian and who sometimes took as much as 90 grains and (2) another student under drugs from her physician for a dropsical condition. This student was given only five months to live, five years ago, and was taking the ACC on her own risk.

Cases such as the above need intensive auditing before attempting a course such as an ACC. A smoother gradient is indicated, and this could be done by getting the condition resolved through auditing first, before allowing the student on to the course.

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Rosamond Harper
HCO Technical Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
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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* 4 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.

Issued by: Peter Hemery
HCO Secretary WW
for

LRH:js.rd L RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 NOVEMBER 1960

HCOs
Central Orgs

HPA/HCA COURSE

To avoid any confusion that may exist, it is~ emphasized that the Academy HPA/HCA Course is basically an eight week course, and is sold as such. The student pays for any extra weeks he may take.

Issued by: Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

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HCO POLICY LETTER OF 16 NOVEMBER 1960

All Central Orgs

NEW ORG PROGRAMMES

I have been extremely busy designing new programmes for Central Orgs and getting all their bits and pieces together here in Johannesburg for use in other Orgs.

Testing as a service is pulling well on very flimsy advertising here in Johannesburg. A classified ad is pulling better than any such ad has pulled here before.

Testing, open from 1:30 to 9:00 or thereabouts does all testing including PE, and is now steadily rising. It was 17 people a day as of yesterday.

To handle this flow I have reorganised PE Course to Monday, Wednesday and Fridays, put an Anatomy of the Human Mind Basic Course (HAS) for 10 Orgs running 10 weeks, enrolling before any lecture (not every 10 weeks). I have put in Group Auditing, old Vol 1 and 2 Group Auditing style, 5 nights a week, 6:00 to 7:00 pm, 5 shillings a night. HAS Co-audit is suspended for lack of space but may go back in in addition to above.

Also I've designed a night HCA/HPA to enroll every week (mostly every week) 16 weeks long with a Basic Course added to it (but not ahead of it). It runs Monday, Wednesday and Friday.

I've converted day HCA/HPA to enrolling every Monday using 2 instructors each in both night and day course.

I have found that an Org that doesn't have service like PE above will lose people brought in by testing.

Also, more important, an Org that does not enroll a day and a night HCA/HPA *every week* quickly begins to depend on processing alone with its expensive overheads and so over-burdens the HGC and runs the Academy at a loss or nearly so. To keep the unit up they can only sell processing! HCA/HPA courses that enroll every few weeks or months make an Org into a clinic which does not disseminate Scientology. Trained auditors disseminate. Pcs rarely do to any extent.

I told you that I was going to shape up Central Org depts with Johannesburg as the model, and this is getting busy and successful and I'm very happy the way it's going.

I'll be sending more definite data soon.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 NOVEMBER 1960

All Cen Orgs for info
For SA only

**ANATOMY OF THE HUMAN MIND COURSE.
AS A PRE-REQUISITE FOR HPA TRAINING**

The Anatomy of the Human Mind Course will become a pre-requisite for HPA Training, effective immediately.

Should a student sign up for and pay for an HPA Course (effective immediately) he shall be entitled to attend the Anatomy of the Human Mind Course free of any further charge.

Should a student sign up for the Anatomy of the Human Mind Course and while still on that course decide to follow up with an HPA Course, the fee he has paid for the Anatomy of the Human Mind Course shall be deductible from the gross HPA fee.

If a potential student makes use of a grant given to him by a field auditor it should be made quite clear that the fee of 75 guineas (125 guineas less grant of 50 guineas) is *net*. There are no further discounts or allowances and after April 1, 1961 the Anatomy of the Human Mind Course will be a pre-requisite and the student must take this Course and pay for it.

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Jack Parkhouse
Assoen Sec-HASI SA
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 FEBRUARY 1961

Cen Orgs
Copy for each
Staff Hat
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[Excerpt]

THE ACADEMY OF SCIENTOLOGY

Headed by the Director of Training, the Academy is responsible for the technical excellence of Scientology practice tomorrow.

Teaching two different courses in the same classes, the Academy trains Hubbard Practical Scientologists and Hubbard Professional (HPA/HCA) Auditors.

The Academy also teaches an upper level course once or more a year known as the B.Scen (Hubbard Clearing Scientist) Course.

Precise scheduling, crisp training and true, direct answers to the students' questions makes an Academy.

The HPA/HCA Course enrolls more or less every Monday unless the total average unit is to be gained expensively through individual processing only.

The Practical course is the same as the old professional course except that it is for people "Who don't want to practice Scientology professionally". The professional course is a tougher version with more requirements.

A bad Academy results in a bad HGC tomorrow as many graduates become staff auditors.

A good Academy is known by its snappy scheduling and the degree of basic data and action the student actually absorbs.

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L. RON HUBBARD

*[Note: A full copy of this Policy Letter, *The Pattern of a Central Organization*, appears in Volume 7, page 147.1*

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 APRIL 1961

Academies

**HCA/HPA RUNDOWN
OR PRACTICAL COURSE RUNDOWN
FOR ACADEMIES**

The following rundown (attached) was designed by myself and Peter Slabbert, Director of Training in Johannesburg.

It will be seen that a student can enter the day course any week and the evening course every two weeks.

There are only two units, thus requiring only two instructors.

Comm Course will soon be getting taught again for HAS in the PE Foundation, so this should give enough romm course.

If in doubt about any of this, write Director of Training, HASI Johannesburg, PO Box 10795, Johannesburg, South Africa, who should reply via HCO Tech Sec, Saint Hill,

This is the official HPA/HCA Academy Training Schedule and forms the basis of future examination. HPA/HCA has additional requirements. This is the totality of training for Hubbard Practical Scientologist.

Directors of Training should shift to this schedule as soon as possible in all Central Organizations.

LRH:ph.rd

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L. RON HUBBARD

HPA LECTURE SCHEDULE

- | | |
|--|--|
| 1. Pre-Logics | 14. Definitionsof: FormalAuditing, |
| 2. Logics | Tone 40 Auditing, Muzzled Auditing |
| 3. Scientology Axioms | 15. Group Processing |
| 4. Code of a Scientologist | 16. Running PE Courses |
| 5. Code of Honour | 17. Running HAS Co-Audit Courses |
| 6. The Factors | 18. Knowingness Control Responsibility |
| 7. Scales | 19. ARC |
| 8. Definitions | 20. Victims |
| 9. Native State and first four postulate chain | 21. Franchise |
| 10. Assists | 22. Parts of Man |
| 11. The 8 Dynamics | 23. Havingness and Duplication |
| 12. The 4 Universes | 24. SAPA Interpretation |
| 13. Obsessive and Unknowing Games | 25. How help became betrayal |
| Condition | 26. Flat point |

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WEEK 1 (Unit 1)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY TIME
					8.30
Tape	Briefingon Course 8C, Requirements, Weekly Reports, Ext Course, Synopsis, etc Coach - Auditor - Pc -Student- HATs	Tape 14S/HPA	Tape 15S/HPA	Tape 16S/HPA	Tape 17S/HPA
Lecture/Briefing	ConfrontingTR 0	Comm Formula&TR I Axiom 28 Communication Mechanicsof Control	Duplication andTR 2	Auditor's Code Comm bridges TR 3	9.30 and Handling Originations
BREAK	BREAK	BREAK	BREAK	BREAK	10.00 BREAK
TR Session "A" TR Session "B"	TRO TRO	TR I TR I	TR2 TR2	TR3 TR3	10.15 TR4 TR4
Lecture/Briefing	TRO	Comm Formula	TR 2	Duplication and Havingness	12.15 Handling Originations 12.30
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH 1.30
TR Session "A" . 2.15 T R Session "B"	TRO TR 0	TR1 TR I	TR2 TR2	TR3 TR3	TR4 TR4 3.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK -3.10
TRSession"A"	TRO	TRI	TR2	T13 3	T84 - 3.50
TR Session "B"	TR 0	TR 1	TR2	TR3	TR4 4.30
Tape	Lecture No. 6	Lecture No. 7	Lecture No 8	Lecture No. 10	Lecture No. 17

!5q

Sth London ACC 5th London ACC 5th London ~CC 5th London ACC 5th London ACC 5.30

WEEK 2 (Unit 1)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
						8.30 Briefing on Course
Tape	8C, Requirements, Weekly Reports, Ext Course, Synopsis, etc Coach - Auditor - Pc - Student - HATs	Tape 18S/HPA	Tape 19 S/HPA	Tape 20 S/H PA	Tape 21 S/HPA	
lecture/Briefing	E-Meter Reactions Setting Calibration ate	Tone Arm Positions	Dating Using Arm	Dating Using Meter	Dynamic Assessment	9.30
BREAK	BREAK See Lecture above	BREAK	BREAK	BREAK	BREAK	10.00 10.15
10.30 T R Session "A" 11.30	E-Meter Reactions	E-Meter Reactions	Dating Using Arm	Dating Using Meter	Dynamic Assessment	11.15
T R Session 'V' Lecture/Briefing	E-Meter Reactions	E-Meter Reactions	Dating Using Arm	Dating Using Meter	Dynamic Assessment	12.15
LUNCH TR Session "A"	LUNCH E-Meter Reactions	LUNCH E-Meter Reactions	LUNCH Dating Using Arm	LUNCH Dating Using Meter	LUNCH Dynamic Assessment	12.30 1.30
- TR Session "B" BREAK	E-Meter Reactions BREAK	E-Meter Reactions BREAK	Dating Using Arm BREAK	Dating Using Meter BREAK	Dynamic Assessment BREAK	2.15 3.00
T11Session"A*" TRSession'V'	E-Meter Reactions E-Meter Reactions	E-Meter Reactions E-Meter Reactions	Dating Using Arm Dating Using Arm	Dating Using Meter Dating Using Meter	Dynamic Assessment Dynamic Assessment	3.10 3.50
Tape	Lecture No. 1 6th London ACC	Lecture No. 2 6th London ACC	lecture No. 7 Sth London ACC	lecture No. 8 6th London ACC	Lecture No. 14 6th London ACC	5.30

WEEK3 (Unit 1)

SECTION	MONDAY	TUESDAY				TIME
	Briefing on Course 8C, Requirements, Weekly Reports, Ext Course, Synopsis, ate Coach - Auditor - Pc Student - HATS					8.30
Tape		Tape 22 S/H PA	Tape 23 S/HPA	Tape 24 S/H PA	Tape25S/HPA	
						9.30
Lecture/Briefing	Upper 1 ndoe & T R 6	TR7	Tone 40 Auditing	Chart of Attitudes	Spotting Buttons & TR 9 Coaching	
						10.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	10.15
T R Session "A"	TR 6 Steering bodies Blind steering; non-verbal 8C	TR 7	TR8	TR 8	TR9	
						11.15
TB Session "B"	TR 6Steering bodies Blind steering; nCR-Verbat 8G	TR 7	TR 8	TR8	TR9	
						12.15

7hg- Course
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Lecture/Briefing LUNCH	Control in Auditing LUNCH	TR7 LUNCH	TR8 LUNCH	TR9 LUNCH	Coaching LUNCH	12.30
TR Session "A"		TR7	TR 8	TR9	TR9	
TR Session "S"	TR6	TR7	TR8	TR9	TR9	2.15
						3.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
						3.10
T R Session "A"	TR 6	TR7	TR 8	TR9	TR9	
						3.50
TRSession"W'	TR 6	TR 7	TR8	TR9	TR9	
						4.30
Tape	Lecture No. 1 TR6	Lecture No. 5	Lee	.9	Lecture No. 25	
	TR					
	BREAK					
	T					
	TR60 1					
	Lecture 'N					5.30
	1stgMelbourneACC	1stLlNelbourneACC	1stme		oACC1stMelbourneACC	

WEEK 4 (Unit 11)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY -7	FRIDAY	TIME
	Briefing on Course SC, Requirements, Weekly Reports, Ext Course, Synopsis, ate Coach - Auditor - PC Student - HATS					8.30
Tape		Tape 26 Part 1	Tape 26 Part 2 & 3 S/HPA	lecture No. 1 State S/HPA	Lecture No. 3State of Man Congressof Man Congress	
						9.30
lecture/Briefing	Anti (1 & A	ModelSession	ModelSession	PTP Cause of R i-ing Goals In Rudiments 7 A between sessions		
						10.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
						10.15

T R Sessio n "A"	AntiO&A	ModelSession	Mode[Session	ModelSession	Model Session	11.15
TR Session "V"	Anti G & A	1 ModelSession	Model Session	ModelSession	ModelSession	12.15
Lecture/Briefing Relevant,	Irrelevant Question	ModelSession	Model Session	Mode[Session	ModelSession	
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	12.30 1.30
TR Session "A"	Relevant	ModelSession	ModelSession	ModelSession	ModelSession	
1 rrelevant~ Question	Relevant	ModelSession	Model Session	ModelSession	Model Session	
TR Session "B"	Irrelevant~ Question					3.00
BREAK -	BREAK	BREAK	BREAK	BREAK	BREAK	3.10
TR Session "A"	Relevant,	ModelSession	ModelSession	Model Session	ModelSession	
	- Irrelevant Question	1				3.50
TR Session "B"	Relevant,	ModelSession	ModelSession	Model Session	ModelSession	
- Irrelevant Question						4.30
Tape	lecture No, 26 1st Melbourne ACC	Lecture No. 27 1stMelbourneACC	Lecture No. 29 ist Melbourne ACC	Lecture No. 30 1st Melbourne ACC	Lecture No. 1 HCS Course	- 5.30

WEEK 1 (Unit 2)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
Lecture	----- SEE LECTURE SCHEDULE -----					8.30
Tape	Tape 1 S/HPA	Tape 2 S/HPA 1	Tape 3 S/HPA 1	Tape 4 S/HPA		9.15
BREAK			XK	BREAK	BREAK	
Lecture	----- SEE LECTURE SCHEDULE -----					10.30
Briefing	----- 6 TYPES OF PROCESSES -----					- 11.15
	Auditing Team "A" ----- 6 TYPES OF PROCESSES -----					11.30
						12.30
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	1 - 1.30	
Lecture	----- SEE LECTURE SCHEDULE -----					2.15
Auditing Team 'V'	6 TYPES OF PROCESSES -----					
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	3.15
Lecture	----- SEE LECTURE SCHEDULE -----					3.30
Tape	Granting of Beingness	Route 1 (4,5, 6, 7) State of Man Cong.	Route 1 (8,9, 10,11) State of Man Cong.	Route 1 (12,13,14, 15) State of Me	ARCTr note 15thACC	4.30
	1					5.30
	Congress					

WEEK 2 (Unit 2)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
Lecture	Purpose & Running Op. hy Oup.	Purpose & Running Op. by Dup.	Tape 6 S/HPA	Tape 7 8/HPA 1	Tape 8 S/HPA 1	8.30
Lecture	Definition, Description & Demonstration of "THING"					- 9.30
BREAK			BREAK	1	BREAK	
Team "A"	Finding, Handling & becoming cause over THING on other students					10.15
Team 'V'	Finding, Handling & becoming cause over THING on other students					11.15
lecture	Definition, Description & Demonstration of "THING"					12.15
LUNCH	LUNCH					12.30
Team "A"	Finding, Handling & becoming cause over THING on other students					1.30
Team "B"	Finding, Handling & becoming cause over THING on other students					2.15
BREAK	.2	.2		BREAK	BREAK	3.00
Team "A"	Finding, Handling & becoming cause over THING on other students					3.10
Team "B"	Finding, Handling & becoming cause over THING on other students					3.50

Tape	Communication&	ExactControl	Uses of Control	4.30
	Isness 17thACC	17th ACC	1 17thACC	5.10j

WEEK 3 (Unit 2)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
						- 8.30
Tape	Tape9S1HPA,	Tape 10S/HPA	Tape 11 S/HPA	Tapel2S/HPA	Tape 13S/HPA	9.30
Lecture/Briefing	Lecture on CCH's 1 and 2	lecture on CCH's 2 and 3	Control in Sessions RealityScale	SCS Howto Run	Auditing S C S	10.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	10.1 5
Team "A"	CCH 1	CCH2	CCH 3	SCS	SCS	11,15
Team 'V'	CCH 1	CCH 2	CCH 3	SCS	SCS	12.15
Lecture/Briefing	CCH 1	CCI-12am13	CCH 4	SCS	SCS	12.30
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	1.30
Team "A"	CCH 1	CCH 3	CCH4	SCS	SCS	2.15
Team,V,	GCH 1	CCH 3	CCH4	SCS	SCS	3.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	3.10
Team "A"	C	CCH 3	CCH 4	SCS	SCS	3.50
Team 'V'	GCH 1	CCH 3	1 CCH 4	SCS	SCS	4.30
Tape	Restpointsand Confusions	Extroversionand Introversio	lecture No. 1 5th London ACC	Lecture No. 3 Sth London ACC	Lecture No. 4 5th London ACC	
	17th ACC	17th AC	1			- 5.30

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
						8.30
Tape	Lecture No. 5 State	Tape N o. 1 S/HPA		Tape No. 2 S/HPA	Tape N o. 3S/HPA	Tape No. 4 S/HPA
	of Man Congress	1		1		9.30
Lecture/Briefing	-----	FORMULA 15	AUDITING	RUNDOWN AND	PROCEDURE	----- 10.00
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	10.15
Auditing	Formula 15	Formula 15	Formula 15	Formula 15	Formula 15	12.15
lecture/Briefing	-----	FORMULA 15	AUDITING	RUNDOWN AND	PROCEDURE	-----
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	12.30
Auditing	Formula 15	Formula 15	Formula 15	Formula 15	Formula 15	1.30
						2.55
BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
Auditing	Formula 15	Formula 15	Formula 15	Formula 15	Formula 15	3.05
	Lecture No. 2	Lecture No. 3	Granting of	1 Routel(4-5,6,7)	Routel(8,9,10,11)	
Tape	H CS Course	H CS Course	Beingne,, 2m1ACC	S teofM ta A n Cong.State of Man Cong.		5.30

FORMULA15: Cleanup terminals in Scientology, Instructors, etc and also people who object to Scientology..

WEEK 1 UNIT 1

WEEK2 UNIT 1

SECTION	MONDAY	WEDNES-D-T AY	FRIDAY	TIME
Tape	Tape	Tape	Tape	7.00
Lecture/Briefing	TRO	Comm Formula Axiom 28 Mech. of Control	TR1	8.00
BREAK	BREAK	BREAK	BREAK	8.30
Team A	R 0	TRO	TR 1	.40
Team B	TRO	TR 0	TR 1	9.35
				10.30

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SECTION	MONDAY	WEDNESDAY-T- FRIDAY	TIME
lecture/ Briefing	TR2	TR3 TR4	7.00
Team A	TR2	TR3 TR4	7.30
BREAK	BREAK	BREAK	8.25
Team B	TR2	TR3 TR4	~ -1 .0
Tape	Tape	Tape	9.30
			10.30

WEEK 3 UNIT 1

WEEK 4 UNIT 1

SECTION	MONDAY	WEDNES-DAY	FRIDAY	TIME
Tape	Tape (Clear BC)	Tape	Tape	7.00
lecture/Briefing	TR6	TR7	TR8	8.00
BREAK	BREAK	BREAK	BREAK	8.30
TeamA	TR6	TR7	TR8	8.40
Team 8	TR6	TB 7	TR8	9.35
				10.30

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SECTION	MONDAY	WEDNESDAY	FRIDA-Y --	TIME
Lecture/Briefing	TR8	TR9	Spotting Buttons TR and Coaching	7.00
Team "A-	TR8	TR9	TR9	7.30
BREAK	BREAK	BREAK	BREAK	8.25
Team "B"	TR8	TR9	TR9	5 .3
Tape	Tape	Tape	Tape	9.30
				10.30

WEEKS UNIT 1

WEEK 6 UNIT 1

SECTION	MONDAY	WEDNESDAY	FRIDAY	TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY	TIME
Tape	Tape (Clear 80)	Tape	Tape	7.00	Lecture/Briefing	Dating with meter	Dynamic Assessment	Dynamic Assessment	7.00
lecture/Briefing	E-Meter Reactions	TA positions	Dating using arms	8.00	Team "A"	Dating with meter	Dynamic Assessment	Dynamic Assessment	7.30
BREAK	BREAK	BREAK	BREAK	8.30	BREAK	BREAK	BREAK	BREAK	8.25
Team "A"	E-Meter reactions	E-Meter reactions	Dating using s	8.40	Q --r,	Team "B-	Dating with meter	Dynamic Assessment	
Dynamic Assessment	9.30				Tape	Tape	Tape	Tape	
Team "B"	E-Meter reactions	E-Meter reactions	Dating using s	10.30					10.30

WEEK 7 UNIT 1

WEEK 8 UNIT 1

SECTION	MONDAY	WEDNESDAY	FRIDAY	TIME	SECTION	WEDNESDAY	FRIDAY	TIME	
Tape	Tape (Clear 8C)	Tape	Tape	7.00	lecture/Briefing	Model Session	Cause of Rising TA between sessions	Goalsin Rudiments	7.00
lecture/Briefing	Anti (1 & A	Relevant/ Irrelevant Question	Model Session	8.00	Team "A"	Model Session	Model Session	ModelSession	7.15
BREAK	BREAK	BREAK	BREAK	8.30	Team "A"	Model Session	Model Session	ModelSession	8.15
Team "A"	Anti (1 & A	Relevant/ Irrelevant Question	Model Session	8.40	BREAK	BREAK	BREAK	BREAK	8.30
Team "B"	Anti (1 & A	Irrelevant Question	Model Session	9.35	Team "B"	ModelSession	Model Session	Model Session	9.30
				10.30	Tape	Tape	Tape	Tape	10.30

WEEK 5 UNIT 2					WEEK6UNIT2				
SECTION	MONDAY	WEDNESDAY	FR FRIDAY	TIME	SECTION	III'	III, 1 ~-i I Ell: I P		TIME
Lecture/Briefing	CCH1 CCH1	CCH 2 CCH2	CCH3 CCH 3	7.15	Lecture/Briefing	CCH 4	ses	SCS	7.15
BREAK	BREAK	BREAK	BREAK	8.15	Team "A"	CCH 4	SCS	SCS	8.15
Team "B"	CCH 1	CCH 2	CCH 3	8.30 9.30	BREAK	BREAK	BREAK	BREAK	8.30
- Tape	Tape	Tape	Tape	10.30	Team "B"	CCH 4	SCS	SCS	9.30
SUNDAY	8.30-9.00 purpose of OP-by-Dup 9.00-5.30 Running of Op-by-Dup				Tape		Tape	Tape	10,30

WEEK I UNIT 3					WEEK2 UNIT3				
SECTION	MONDAY	WEDIDAY	FRIDAY	TIME	SECTION	MONDAY			TIME
lecture/Briefing	AuditingRundown Formula 15	AuditingRundown Formula 15	Auditing Rundown Formula 15	7.00	lecture/Brief ing	AuditingRundown	Auditing Rundown	AuditiniRundown	7.00
Team "A"	Formula 15	Formula 15	Formula 15	7.15	TearI	Formula 15	Formula 15	Formula 15	7.15
BREAK	BREAK	BREAK	BREAK	8.15	BREAK	BREAK	BREAK	BREAK	8.15
TearII	Formula 15	Formula 15	Formula ~5	8.30	TearII	Formula 15	Formula 15	Formula 15	8.30
Tape	Tape	Tape	Tape_i	9.30	Tape	Tape	Tape	Tape	9.30
									10.30

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 APRIL 1961

CenOCon

HCO LTD HPA/HCA CERTIFICATE CONDITIONS

The following are the current requirements and conditions for obtaining an HPA/HCA certificate:

Complete Practical Course.

Complete Anatomy Course.

Pay E131.5.0 total (which includes the f 100 fee for the Practical Scientology Course).

Receive any required auditing to case level standard (set by HCO Board of Review).

Pass Practical (Academy) Course (Repeat necessary weeks at no extra cost).

Pass HCO Board of Review Oral.

Pass Written Examination 85%.

Complete HGC Training (which includes 50 hours of auditing for the Organization).

International Professional Membership held.

For validation, it is necessary also to complete an HPA/HCA Extension Course and certain other requirements, as stipulated by the HCO Board of Review.

L. RON HUBBARD

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HOD POLICY LETTER OF 17 APRIL 1961

CenOCon

**TRAINING, PROFESSIONAL
NEW POLICY**

(Cancels any policy that may contradict it)

The Purpose of the Academy (or an HGC when training staff) is to make the student letter perfect technically before going on to any other training.

Theories and processes can be picked up in books and from tapes as well as in classes. Technical skill cannot be picked up anywhere but in an Academy or HGC training unit, a fact proven by years of observation.

Therefore the 1000 to I stress of an Academy (or HGC training unit) must be Technical Perfection.

The following comprise at this writing what is meant by technical skill:

1. Command of the TRs, revised 196 1.
2. Command of Model Session.
3. Command of the E-Meter.
4. Command of rudiments detection and process.

All these are covered in unit I of present schedule. Therefore it follows that a student can't get out of Unit I until he or she is perfect, if it takes a year.

Don't necessarily keep a professional student in the week he flunked. You can let him go on through Unit I (but not to Unit 2). But put on an evening coaching class, paying an evening instructor to teach additional technical subject time.

No student enrolling after the date of receipt of this HCO Pol Ltr may be given a course completion as a professional auditor until he has been given and has passed an examination as follows.

1. Perfect performance on the TRs 0 to 9.
2. Perfect command of a Model Session.
3. Perfect control and knowledge of an E-Meter.
4. Perfect handling of rudiments and rudiments processes.

The student must get 100% on the above.

A written examination on the subjects of Unit 2 in HPAJHPSJHCS Training or in the theory taught on a higher course should also be given and must be passed with a grade of 80%.

The Unit One examination may be given when the student completes Unit One.

In examining on Technical (Unit One) the student must be unshakably confident of his or her skill.

Lack of this skill rather than lack of theory and/or processes has nullified the results of those auditors who have not been successfully taught on 1-4 above (Unit One) technical skills.

SOP Goals application has searchlighted the necessities outlined in this bulletin.

Letting an auditor out of the Academy without the basic skills down perfectly is opening the door to failure.

Be tough!

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295

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HCO POLICY LETTER OF 8 MAY 1961

HCO Bd Rev
Academy
Ext Course

EXTENSION COURSE

The requirement that Extension Course students who begin the HPA/HCA or the BScn/HCS Courses turn in to the Academy all their completed Extension Course lessons is no longer required, as in student files completed lesson slips are kept, and the addition of keeping all their written or typed lessons would jam Academy files.

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Mary Sue Hubbard
HCO Treasurer WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 MAY 1961

CenCCon

**MODIFICATION OF HPA/HCA, BScn/HCS
SCHEDULE**

The following modifications of the HPA/HCA and BScn/HCS Training Schedules are to be put into immediate use by all Academies,

HPA/HCA UNIT 1 consists of:-

1. Command of the TRs, I to 9 Revised.
 2. Command of the Model Session. (See Note 1)
 3. Command of the E-Meter.
 4. Command of rudiments detection and processes.
- Note 1. Model Session to be run against the TRs. (Student flunked for poor TR 0, TR 1, TR 2, TR 3, TR 4 and TR 5/0.)

UNIT 2 consists of:-

1. The 36 Pre-sessions.
2. The Havingness and Confront process for the pc,
3. General Assessment and running pes on Pre-havingness scale and for assessment on Pre-Hav of terminals (not SOP Goals).
4. Joburg Security Check, How to do one.
Tapes are to be listened to after Academy hours.
Axioms to be learned in student's own time.

Goal: To make a Release.

BScn/HCS

Establishes full technical perfection on E-Meter, Model Session and TRs. Teaches SOP Goals fully.

Goal: To make a Stable Mest Clear.

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HCO BULLETIN OF 7 JUNE 1961

Central Orgs

ACADEMY SCHEDULE, CLAREFICATION OF

There is apparently a considerable confusion going on as to what should be taught in an Academy. Some schedules and advices from various people have been handed about that didn't really duplicate the intention well, and I have not before clarified since the issue of the Pre Hav.

A review of Academies and auditors and their skills at the time of examination, and in application for and early service in HGCs, shows that Academies have for some time been in violation of one of the stable data about new auditors. A new auditor should be trained up to a point where he or she can be employed at once as a staff auditor and put on a pc without the D of P giving them endless hours of additional training.

This does not mean that all auditors graduating should be employed by the HGC. It means all graduating should be capable of being employed. Why? Well, these auditors are going out to audit and haven't got a D of P to further train them, so they are being handed a career failure if they cannot audit people without further training.

The attention of all Assn Secs and Ds of T is vigorously called to the technical calibre desired from an academy student and the necessary training reality.

You are not training auditors if when they graduate they cannot audit. Now whatever schedules, classes and other fancy ways of dodging the necessity to confront students have been employed, just tear them all up. They are not a good substitute for training. Because we have all been trained in the educational system circa midtwentieth century we are liable to think that forming people up into classes and getting them to jump over books on schedule will educate them. Well it won't. We are here to train auditors not to educate them. So just train them.

How?

Well you do it by check sheet. You make up a check sheet of all the items this person must actually know in order to practise auditing effectively. Then each time the person passes a level he is examined and chocked off on the check sheet, and goes on.

Here is the leader in all this data: You can dawdle around with theory outside an academy, read books and so on. But in an academy only can you *LEARN* certain things and not all the books in the world will teach them.

These things are as follows: the TRs 0 to 9, the Model Session while obeying the TRs, the E-Meter, the CCHs, the Pre Hav Scale and its use in assessment. The running of general Pre Hav levels, how to do a Security Check.

Those are the things they can't learn anywhere else. Therefore all training should not be of a class, for this terminal called a class will -never audit anybody. All training should be of student individuals who will audit people, for only an individual student, not a class, will do any auditing.

Now you will also find that if the student doesn't listen to at least fifty taped lectures of mine he won't know the mood or flavor of all this, and so will develop rather weird ideas of what we're all about and charge around making nothing out of people, so a daily hour of tape is quite important for the whole eight weeks the student is there.

All right, he also has to know the Auditor's Code. And he should know the Code of a Scientologist. And he should know his axioms.

What else? Not another blistering cotton picking thing, that's what. *NOTHING* else. If you try to teach anything else you've had it.

So your cheek list should be composed of the various parts of just those things. Now all this frantic motion of getting the student into classes and regimented doesn't fit in with what we're doing. So it is pure silliness to say "How can we enter a student in a comm course when we only run one every few weeks and er what gee can't well er can't dogs alter-is let's see Actually the first and last part of the sentence makes the same sense. *NEITHER* make any sense of course.

So you have two UNITS. These two units are called unit one and unit two. They are not so called because of weeks present or cats on the belfry or diabums on the scollery. They are called units one and two because the students in unit one are studying techniques and the students in unit two are studying processes or applications.

Thus we know a unit one student not by the colour of his glasses or his voucher of payment. We know him because he has a check sheet in his paw which says unit one on the top of it and which has under it Code of an Auditor, the listed TRs, the Model Session, the E-Meter and the CCHs. Then we have a unit two student and he is obvious not because he has a time clock in his hand but because we can clearly see that he has in his paw a sheet which has on it Code of a Scientologist, the Pre Hav Scale, Assessments how to do, commands how to make up, Security Checking, and character of auditing review and the axioms, and then follows a list of fifty or sixty tapes.

All these items have little tails after them four times so he can be examined four times by instructors and flunked the first three.

Now when he gets out he can take an extension course and complete his theory, but he can also do a creditable job of Routine one and Routine two as covered in HCO Bulletin of June 5, 196 1.

No classes. He reports. He works with other students. He sweats it out. He gets no auditing, but may be security checked and security cheek other students. He may assess people, but as long as he is in unit one he only concentrates on mechanics, and in unit two before he is perfect perfect perfect perfect perfect perfect perfect in unit one. He can only leave unit two until he is safe safe safe safe safe safe to employ at once in the HGC. A student may not be examined by HCO until those cheek sheets are all initialled as perfect by instructors.

What's this do to training? It demands that our instructors are all letter perfect on the above material and that they impart the personal touch to every student, and not in big masses but with hammers on individual heads.

I herewith forbid classes and authorise only one daily seminar. I forbid more than the above to be taught in the Academy. I forbid as well length of time present to operate as any criteria of the skill of an auditor.

Now that's an academy. Write down your questions and mail them to me fast.

Then read this again for it's all I will say.

LRH:jl.rd

L. RON HUBBARD

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[Note: This HCO B has been corrected per HCO P/L 9 October 1961, HPAIHCA Rundown Change, which moved the Auditor's Code from unit two to unit one.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 AUGUST 1961

CenOCon

HPA/HCA POLICY

No HCA/HPA course may be offered or run outside a Central Organization.

In event of a City Office conducting such a course, arrangements must be made with HCO Continental Exec Sec in any given area.

All former permissions to conduct HCA/HPA courses are cancelled herewith save only in Central Organizations.

SPECIAL COURSES

The conduct of Special courses of professional quality may be undertaken only after arrangement with HCO Continental Exec Sec, and all literature to be released about them and the curriculum to be taught must be passed upon, in writing, by HCO Cent Exec Sec.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 SEPTEMBER 1961

CenOCon
Franchise

TRAINING POLICY

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.

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.

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.

LRH:jl.cden

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 6 OCTOBER 1961

Cen Orgs
DofT

Training **STANDARDIZED E-METER BOOK EXAM**

The attached exam is a standardized verbal test on *E-Meter Essentials* to be given to all course students using this book. Answers to this exam must be 100% correct to pass.

Any additional questions could (and should) be added from the book by the examiner. The student is only examined until he misses a question. The student has failed and the exam is over and the whole examination must be taken again.

Examiners should not ask these questions consecutively, but should select questions at random.

Philip D. Quirinc, HCO Technical Secretary WW for L. **RON HUBBARD**

E-Meter Book Exam

1. Define a Hubbard Electrometer.
2. Can a person be cleared without the use of an E-Meter?
3. Will the use of non-standard Meters produce a clear?
4. Is the E-Meter a precision instrument?
5. Does the E-Meter know what is what before the preclear does?
6. What causes the various needle reactions?
7. Which Tone Arm reading indicates greater density of masses, 1.5 or 5.5?
8. A low toned male preclear who can not influence his mind or body at all reads at what position of the Tone Arm?
9. Where would a dead body female read on the Tone Arm?
10. Where does a female Clear read on the Tone Arm and what needle manifestation would she have?
11. A low toned person has what kind of needle response?
12. What reading will a dead body male pass through before becoming a high Tone Arm case?
13. What are the two most important things that the Tone Arm tells the Auditor?
14. How can you tell a case is not moving.
15. Can you change a process if the Tone Arm is moving?
16. At what Tone Arm motion would you leave a level of the Pre Hav Scale?
17. Is the following good Tone Arm action: 3.5 to 3.3 to 3.6 to 3.4 in twenty minutes of auditing?
18. What two things do you know when the Tone Arm is not moving under processing?
19. What are the mechanics of what happens when the Tone Arm is not moving under a process?
20. What do you do if you have run a terminal on a level too long and have stuck the Tone Arm?
21. How is the Sensitivity knob set for any preclear?
22. While doing a goals assessment, would you change the Sensitivity knob?
23. Can you change the Sensitivity knob during rudiments?

24. Can you change the Sensitivity knob during a process?
25. What three things monitor the needle action?
26. What are the ten main needle actions and describe the direction of action as seen by an Auditor looking at the meter or the movement of each.
27. What does a fall tell the auditor?
28. How can you check to see if the E-Meter is working?
29. Can a case be assessed on a change of needle characteristic?
30. What does a rising needle mean?
31. What is the only use of a rising needle at present?
32. Is the needle returning to position after a fall considered to be a rising needle?
33. What does a Theta-Bop mean?
34. Which takes precedence in an assessment, a fall, a Theta-Bop or a Rock Slain?
35. If a Rock Slam turns on while running a process, but the Tone Arm is not moving, would you continue or change the process?
36. What does a free needle indicate as regards state of case?
37. How can you tell whether a preclear is really eating during processing?.
38. What kind of processes need to be run on Stage Four cases?
39. Havingness is read where on the E-Meter?
40. How can the Auditor tell whether the havingness process is working or not?
41. Confront processes are run where on the E-Meter?
42. How does an Auditor know when a Confront process is working?.
43. What is the only reason you use a Havingness process?
44. What is the only reason you use a Confront process?
45. When and why are Havingness and Confront processes done in SOP Goals?
46. On a Security Check, if the needle still falls on a question what two things can you conclude?
47. What must you do about the two things above?
48. Do you turn up the sensitivity knob on each question of the Security check to make sure you have all on any particular question?
49. What do you do if on a Security check, on a particular question when you get a fall, then a no fall for two repeats, then a fall?
50. Will a preclear who has withholds progress?
51. On a Security check do you follow up a change of needle characteristic?

52. What does a rise on a can squeeze tell us about a case?
53. Would a person who Rock-Slammed or Theta-Bopped on all questions of a Security check pass the check?
54. What is the only significance with regard to a different Tone Arm reading if both cans are held in either the left hand or the right hand?
55. What is the most important thing about a lie reaction test?
56. Will a regular EMeter be of use in auditing a person from Clear up to OT?
57. What is the main use of the needle in Auditine.
58. What is the main use of the Tone Arm in Auditing?

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HCO POLICY LETTER OF 9 OCTOBER 1961

CenOCon

ACADEMY TRAINING
(Revises existing Schedules)

Due to new discoveries on what can be done with a Security Check, and the difficulties entered by hidden standards in getting a case trained, it is important that the HCA/HPA Student become familiar and able with meters and security checks and hidden standards early in his training.

Therefore, without otherwise altering the intensity of current training or curricula of Units I or 2, the following becomes policy effective at once on receipt of this Policy Letter:

ALL STUDENTS, FROM THEIR EARLIEST ENTRANCE INTO THE ACADEMY, SHALL HAVE TRAINING ON SECURITY CHECKING AND A PART OF EACH TRAINING DAY (OR WEEK IN THE CASE OF WEEKEND OR EVENING STUDENTS) SHALL BE DEVOTED TO GIVING OR RECEIVING PROCESSING (SECURITY) CHECKS.

This is in keeping with the oldest of Academy policies: To turn out auditors capable of being employed in the HGC without further training. It has not been possible to follow this policy for a very long time. But now with the advent of auditor classification, if security checking is well learned by end of training, the new graduate will be instantly employable. This means greater field results.

The teaching of Security Checking from the outset introduces other items which must therefore become policy.

A STUDENT ENTERING AN ACADEMY MUST PROVIDE HIMSELF OR HERSELF WITH AN E-METER OF APPROVED DESIGN AND MANUFACTURE.

This may be arranged as the organization finds most practical and as may be feasible for the student.

The Academy may not loan, use or own Meters. The organization may not furnish E-Meters for use or instruction to an Academy.

It should be broadly published that meters not approved by HCO cannot be used in an Academy for training. A whole programme of training could break down through the use of meters that work with too sensitive or too insensitive or freak reactions. Meters that are not standard cannot be described or taught.

STUDENTS FOUND TO BE USING THE WITHHOLDS OF OTHER STUDENTS FOR JOKES, HORSE PLAY OR MAKING ANOTHER STUDENT GUILTY SHALL BE SUBJECT TO SEVERE DISCIPLINARY ACTION.

The types of processing (security) checks for student practice at the outset should be very specific and easily cleared and should contain *no general questions*.

Example of general question: Have you ever been angry about anything?

Examples of specific question:

Have you ever withheld anything from your mother? Have you ever lied to Joe? (an Instructor)

The difference between a general question and a specific question is a matter of general or specific terminal. If the question has a general terminal such as "anyone", "men", "people", it is harder to clear than a question with a specific terminal such as "your father", "Miss Smith", etc, etc.

It is dangerous to a case (since the person may blow) to leave a question with charge on it. General questions are much more likely to be charged or to produce blows.

It is intended by this Policy Letter that about an hour of each instruction day be devoted to giving or receiving a Processing Check *whether the student can do it or not.*

Familiarity alone will gradually promote confidence. Training coupled to this will make a good auditor, However, no training at all need accompany this exercise in the first couple of weeks. Just give the student a mimcoed special Processing Cheek form, have him hold an E-Meter and cheek another student for an hour. They'll bumble through and finally be ready to know they don't know about it. This can go in on the student's first day. And it can continue, right on through to the last day on course, whether the student is using simple cheeks or standard forms depending on his progress.

Warning: The main danger in doing this is turning an HPA/HCA into a specialized security checker, not an auditor. So steps must be taken to make sure the skills of the auditor are not lost and that the student does not get a highly over developed idea of himself as an Inquisitor.

Thus processing periods as such, using old processes such as ARC Straight Wire, must also be employed as the student goes on.

We expect a student to emerge from an HPA/HCA Course able to pass with a 70% or better grade, a general examination on Scientology Auditing *and* a *perfect* examination on the Model Session, Rudiments, the E-Meter and Security Checking. His TRs and auditing deportment must be good. And he must be able to handle a routine auditing process.

Training time has been demonstrated to be lengthened when actual processing is deleted from an Academy Schedule. The introduction of Security Checking over the whole training period and continuing actual auditing on old basic processes during Unit Two will give us a training speed up and good field results.

Note: Hidden Standards are taught only on Unit Two and are found and relieved on beginning students only by Advanced (Unit Two) Students. Unit One Students may only do simple checking.

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HCO POLICY LETTER OF 23 OCTOBER 1961

Academies

NEW RUNDOWN FOR BScN/HCS COURSE

The present situation of the BScN/HCS course is as follows:

1. SOP Goals is being taught by instructors who have not graduated from the Saint Hill Briefing Course.
2. No one has ever been reported to have found their goal, terminal and pre-hav level.
3. Too much time is being spent on the basics of auditing which should have been learned on an HPA/HCA course.

Therefore, the BScN/HCS course will be revised as follows and is to be put into effect immediately.

SOP Goals is to be taught in the BSenfflCS; course, but only by a Class Four auditor who has graduated from the Saint Hill Briefing Course with honours. This instructor must at all times keep in direct communication with HCO WW and will only be under Ron's direction.

The goals of this course are:

1. To make Class Three auditors.
2. To emphasize SOP Goals training.
3. To pull in old BSen/HCS auditors for an "SOP GoaW" Validation Seal.

There is a prerequisite to this course, which is that the applicant must be up to the HPA/HCA standards on E-Meter, See Checks, Model Session and TRs. If the applicant is not up to these standards he must take an HPA/HCA Retread course to raise him up to current standards at which time he may reapply for the BSen/HCS course.

No student may qualify for the BScN/HCS Certificate with "SOP Goals" Validation Seal until he has:

1. Had sections "C" and "P" of Problems Intensive (HCO Bulletin of October 17, 1961, *Problems Intensive*) flattened, i.e. no hidden standards.
2. Had his own goal, terminal and pre-hav level found.
3. Successfully found a preclear's goal, terminal and pre-hav level.
4. Been checked out on all data on SOP Goals.

Issued by: Philip Quirino
HCO Technical Secretary WW
for
L. RON HUBBARD

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HCO POLICY LETTER OF 2 NOVEMBER 1961

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, 196 1.

It is too dangerous running the wrong goal and terminal to permit auditors not qualified to find and run them on pes.

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305

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HCO POLICY LETTER OF 21 NOVEMBER 1961

HCO Sees Assn Sees Ds of T BPI

TRAINING COURSE REQUIREMENTS

As from this date, certificates will only be issued when the full requirements for any Scientology training Course have been met.

These requirements will now include the Extension Course which must be completed within one year of enrolment, and which must now appear as an item on the Check-sheets for ALL current and subsequent Courses.

Application Forms for all levels of Professional Training Courses should, from now on, include a clause to the effect that the Course shall not be deemed to have been completed, and the Certificate will not be awarded until ALL the course-requirements have been met.

Also, all HPA/HCA Courses, including current ones, shall include the Anatomy of the Human Mind Course as a Check-sheet requirement.

This policy is instituted so that no-one will receive a professional qualification without having an adequate knowledge of the most basic material of the subject. ,

Issued by: HCO Technical Secretary WW

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HCO POLICY LETTER OF 24 NOVEMBER 1961

HCO Sees Org Sees Ds of T

SAINT HILL TAPES FOR HPA/HCA COURSES

Any Saint Hill Special Briefing Course tapes on E-Metering, CCHs, Sec Checking or Problems Intensives may be played to HPA/HCA Courses, providing the usual basic tapes are also played.

Saint Hill tapes on Clearing may NOT be played to HPA/HCA Courses.

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HCO POLICY LETTER OF 20 DECEMBER 1961

CenOCon

STUDENT & METERING

All Academy students must be trained on E-Meters from the start even if they only hold one in their lap whenever **they are 'auditor' or 'student'** (not coach) in a Comm Course TR

A student must have studied and passed E-Meter Essentials with a 70% grade and have received instruction on E-Meters before being permitted to See Check any other student.

A student may only use innocuous See Check Forms such as some of those that have been released in HCO Info Letters and may not use HCO Pol Ltr type Sec Checks while being trained to Sec Check.

All auditing on any process must be done with a Meter in the 'Auditor's' hands whether Sec Checking is being done or not. Only exception: the CCHs and Upper Indoc TRs. Where there's an Academy 'Auditing session' in progress the auditor (never the coach) is holding an E-Meter. *Where there's an Academy session there's an E-Meter.*

A second examination on E-Meter Essentials must be passed 100% and the student must pass E-Meter demonstration training 100% and must feel easy and familiar with the E-Meter before he or she can run a HCO Policy Letter See Check Form such as Form 3 (the Joburg) and Form 6, etc. on any fellow student.

SUMMARY

This divides student E-Meter training into four stages:

1. Holding a Meter and nothing else. Prerequisite: Being an Academy enrollee.
2. Observing their Meter while auditing basic Class I processes. Prerequisite: Having held a Meter through Comm Course.
3. Using the Meter on HCO Infe, Ltr type See Checks. Prerequisite: 1 & 2 above, passing E-Meter Essentials with a grade of 70%, having had E-Meter demonstrated and explained in class.
4. Class II type Sec Checking using HCO Pol Ltr forms. Prerequisite: 1, 2 and 3 above, and having passed E-Meter Essentials with a grade of 100%, having received demonstrations, tapes and coaching on the E-Meter and passed an examination on them. (This step is equivalent to Class II auditor requirements but does not award Class II by having been reached in the Academy.)

REASON

Academy Ds of T and Instructors will be getting blows, enteta and upset cases by reason of missed withholds unless the above is vigorously applied and required without exception.

(It is expected that an Academy Graduate at HPA level will be able to easily pass a Classification Examination as well as his HPA exam when going to work for a Central Org. The Classification exam is not to be given as a matter due because of course completion. It cannot be so awarded. A Class 11 examination can only be given if the student goes to work, on graduation, at the Central Organization or City Office.)

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HCO POLICY LETTER OF 3 JANUARY 1962

CenOCon

UPGRADING OF AUDITORS

Now that a definite standard has been established in training and classifying auditors from HPA upward, everything should be done by Academies and HCO Boards of Review to make the diplomas, certificates and classifications really valuable and meaningful.

Current requirements for any certificate, classification or validation must be rigidly enforced, without exception.

A gradient scale of proficiency should be aimed at, for a new HPA off the Academy, via the HGC or field, enabling him to participate by graduating to higher levels. A candidate for a higher level course should not be accepted unless he has completed all the necessary requirements of his current lower level, and unless he has taken responsibility for his own case level and subjective reality by obtaining adequate auditing.

Instructors should not be allowed to instruct in Academies or on PEs unless they are fully qualified and certificated. Practice in running PE Courses, PE Comm Courses, HAS Co-audits and Group Auditing should be part of the requirements for a basic HPA certificate.

Current requirements for a validation seal should be enforced, and old graduates encouraged to take training retreats to qualify for new validation and classification.

When sufficient numbers have been through the Saint Hill Briefing Course, a list of Clearing Scientologists can be made up, which may be made available to the public.

If these basic rules are followed, a standard of professional auditing can be established which will be respected everywhere.

Issued by: Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

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PRACTICAL AUDITING SKILLS

How to Use this Policy Letter

Issue the following form to all auditors, students, etc for their own insight, and issue it routinely.

Practical Auditing Skills A Self Appreciation

These are the total doingness skills of "the Perfect Auditor".

Any auditor would do well to check himself or herself out on his or her *doingness* of an auditing session as an auditor. Theory is easier to confront than doingliess. Therefore, mark yourself honestly on these points and then practise doing what you need until you are satisfied. Then do another sheet and practise those. BE HONEST WITH YOURSELF. Auditing is a precise *doingness* of the following items:

<i>TRs</i>	<i>CALM</i>	<i>FA IR</i>	<i>UNSURE</i>
TR 0:			
TR 1:			
TR 2:			
TR 3:			
TR 4:			

CCH.s
CCH 1:
CCH 2:
CCH 3:
CCH 4:
SCS:
Op Pro by Dup:
Two Way Comm in CCHs:

E-METER
Trimming:
On-Off Switch:
Sensitivity Knob:
Tone Arm Handling:
Needle Pattern Reading:
Nul Needle:
Theta Bops:
Rock Slams:
Falls:
Rises:
Speeded Rise:
Speeded Fall:
Slowed Rise:
Slowed Fall:
Ticks:

Free Needle: Stuck Needle: Body Motion: Tiny Reads: Testing for a Clean Needle:

MODEL SESSION

Beginning Ruds: Body of Session: End Ruds: Two Way Comm:

HANDLING PC

Detecting Missed W/Ms: ARC Breaky Pcs: Getting Off Missed W/Hs: Getting off Invalidations: Q & A-ing with Pc:

PRACTICAL PROCESSES

PTP Process: ARC Break Action: Finding Overts: Forming What Questions: When All Appear Who System: Finding Bottom of Chain: Finding Hav Process: Pre-Hav Assessment: Listing: Testing Completeness: Nulling: Checking: Getting Missed W/Hs Off: Getting Item Invalidations Off: Getting Suppressions Off: Cleaning a Needle Reaction: Cleaning a Dirty Needle: Getting More Goals or Items: Getting Pc into Session: Getting Pc Out of Session: Controlling Pc's attention: Creating R factor: Holding up against Pc's Suggestions: Holding Constant against Adversity: .

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 14 MAY 1962

Sthil Students Academies

TRAINING SECTIONS
Effective on the first Monday
after Receipt in Academies
and on 14 May 1962 at Saint Hill

Training Courses are hereby divided into three, and only three, Sections. These are:

The Theory Section

The Practical Section

The Auditing Section

The sections run concurrently with each other, not consecutively. Tables will be issued giving the requirements by sections and their check sheets from time to time.

THE THEORY SECTION

In this division is taken up all applicable theory in Training.

The student is given a check sheet on which all theory items are named.

The student studies HCO Bulletins, Tapes and Texts as given in his check sheet. These are studied independently by the student, not in a group of students.

When the individual student believes he can pass an examination on the item studied, he goes to the examiner, who gives him an oral examination. The examination sheet has twenty or more questions for tapes. There is no examination sheet for HCO Bulletins. The examiner asks five random questions of the student from the sheet or text. The student must answer all five perfectly without hints or coaching from the examiner. If a re-examination occurs, different questions are asked. If the student passes, the examiner initials the student's check sheet and the student goes back to a study room to study additional HCO Bulletins, texts and tapes.

The examiner is in charge of the Theory Section and hands out the items of study for the course and keeps all records and materials for the course as well as his or her section and all files for the students. The examiner is available during normal hours for examinations. Examinations may not be scheduled for certain days of the week only, and no appreciable time should elapse between completion of study of all item and examination on it.

The book "E-Meter Essentials," the Axioms and possibly other special texts are not included in the five question rule, for many more questions than five should be asked on such vital items.

There is a final *course* examination, written, which may review any item passed already in the Theory Section.

The Examiner must remember that to be easy on future auditors is to invite disaster to some future preclear. The only overt one can really do in Scientology is poor or inaccurate dissemination.

THE PRACTICAL SECTION

As it has recently been found that theory is more easily confronted than doingness, the Practical Section is created to care for this fact and to make the student confront and do accurate doingness. This section may not then become a second theory section where one studies texts. In the Practical Section the student only *does*.

Drills and practical auditing presence are the whole concentration of this section. Any study for it is instantly translated into doingness.

The drills of the Practical Section are basically outlined in HCO Policy Letter of May 3, 1962, to be supplemented.

The student may have a Comm Course in the Practical Section but one should not hang a student long on TRs 1 to 4. For there are many more practical steps to be done.

Demonstrations may be done before groups of students but only if the demonstration is translated under supervised student doingness.

The person in charge of the Practical Section is called the Practical Supervisor. This person supervises all drills being done by teams of students and gives examinations in another capacity as a Practical Examiner.

The beginning student is furnished with a Practical Check Sheet. As each drill is examined for accuracy of *performance*, the Practical Examiner checks the drill as passed on the student's check sheet.

Until an indicated number of these drills are passed, the student may not audit.

A final examination may be given at Course end on the student's practical.

The whole concentration of the Practical Section is based on the fact that for any auditing situation there is an exact auditor response. The by-word of the Practical Section is "When faced with the unusual, do the usual." Random, wild auditor responses and extraordinary solutions are ground out of the student in the Practical Section. The whole goal is to achieve a dependable auditor who will give standard responses. This alone will make his auditing effective as our records show.

THE AUDITING SECTION

The student, when he has passed minimal theory and practical for an auditing class, is then *also* assigned to the Auditing Section. While working in the Auditing Section, the student completes the requirements of the level he or she is auditing in.

The Auditing Section is headed by the Auditing Supervisor (usually the D of T).

The Auditing Supervisor does most of his or her inspection by studying Auditing Reports written by the auditor. In the event of no gain or worse, the Auditing Supervisor investigates the auditor's auditing in terms of GROSS AUDITING ERRORS and finds and corrects these by close inspection of the next session.

The Auditing Section is there to instil the fact that standard auditing gets results, that only results are acceptable and that extra-ordinary solutions get bad results.

The Auditing Supervisor is not there to crack cases. The Auditing Supervisor is there only to get good auditing done. His or her attention is on the auditor not the pc, an important fact which, if overlooked, will stagnate auditing results.

The D of T may resolve personal problems amongst students by ordering them to the HGC. The Auditing Section is there to get good, standard auditing done. It is not the HGC where attention is all on the preclear.

SUMMARY

It is intended that the emphasis of all course training shall be a flawless ability to do auditing, and a command of the theory and goals of Scientology. A student on leaving course should be able to do Scientology and achieve excellent auditing results.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 MAY 1962
Issue 2

Sthil Students
Academies

TRAINING
Classes of Auditors

The following outline of materials is to be used for compiling check sheets and gives the fundamental skills and understandings by class for Academy and Saint Hill Courses.

An Academy teaches up to Class IIa which is the equivalent of HPA/HCA and results in the award of that certificate. The highest level of skill of an HPA/HCA is expected to be repetitive processes, assists, and the CCHs combined with Prepchecking.

Anyone retreading at an Academy should be considered to need all check sheets up to HCA/HPA.

While this material will be set out in full in future lectures and HCO Bulletins, Academies should begin by using what they have to hand.

Class IIIa & IIIb material is to be taught at Saint Hill in addition to the lower classes.

This outline is released so that instructors can proceed with what materials they have, converting to this outline at once and using new materials being released to keep their check sheets up to date.

It will be noted that all sections of a class are concurrent with each other and are not taught consecutively. The auditing section lags only a bit behind the other two.

Class 1a:

Theory Section: Auditor's Code, E-Meter Essentials, Basic Scales, Dynamics.

Practical Section: Complete CCH Section of HCO Policy Letter of May 3, 1962.

TR 0, 1, 2, 3, 4. Model session. The complete E-Meter check Iternson HCO Policy Letter of May 3, 1962.

Auditing Section., Op Pro by Dup and SCS. Assists.

Cass 1b:

Theory Section: Communication Formula.

E-Meter Tapes, tapes on the theory and attitudes of an auditor, Code of a Scientologist. Basic materials on ARC and ARC straight wire. Havingness.

Practical Section: Model session section of HCO Policy Letter of May 3, 1962.

Auditing Section: ARC straight wire done in Model session. Havingness.

Class IIa:

Theory Section:

HCO Bulletins and Tapes on Prepchecking. Tapes on CCHs. Axioms.

Practical Section:

Handling PC part of HCO Policy Letter of May 3, 1962. Pertinent items of the Practical Processes Section of HCO Policy Letter of May 3, 1962.

Auditing Section:

Prepchecking by HCO Policy Letter forms and HCO Bulletin of May 10, 1962 and CCHs. (The Prepchecking is done in conjunction with CCHs, some of one, some of the other alternately.)

The above completes the modern level of HPA/HCA; or if completed at Saint Hill gives Class 2. An old HCA/HPA is prerequisite for entering Saint Hill training.

The following is carried on only at Saint Hill in addition to the earlier classes.

Class IIk:

Theory Section:

Various tapes and bulletins on Assessments. Problems Intensive. Advanced HCO Bulletins and tapes on Rudiments.

Practical Section:

Practical Processes section of HCO Policy Letter of May 3, 1962 in full and any weakness remedied in any phase of practical.

Auditing Section:

Havingness. Getting Rudiments in. Dynamic Assessment, Pre-Hav Assessment. Problems Intensive.

Class III&

Theory Section: Routine 3 processes, various HCO Bulletins and tapes on auditing and auditing attitudes.

Practical: Review of any weakness in Practical.

Auditing: Current Routine 3 process.

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HCO POLICY LETTER OF 21 MAY 1962

Sthil Students
Academies

**TRAINING
CLASSES OF AUDITORS**

(Revised from HCO Policy Letter of 14 May 1962)

The following outline of materials is to be used for compiling check sheets and gives the fundamental skills and understandings by class for Academy HPA/HCA, Class 11, and Saint Hill Courses.

An Academy HPA/HCA teaches up to Class IIa which is the equivalent of HPA/HCA and results in the award of that certificate. The highest level of skill of an HPA/HCA is expected to be repetitive processes, assists, and the CCHs combined with Prepchecking.

Anyone retreading at an Academy should be considered to need all check sheets for Class 11 skills. This is the Academy Class 11 Course.

While this material will be set out in full in future lectures and HCO Bulletins, Academies should begin by using what they have to hand.

Class IIIa and IIIb, material is to be taught at Saint Hill in addition to Class 11 skills.

This outline is released so that instructors can proceed with what materials they have, converting to this outline at once and using new materials being released to keep their check sheets up to date.

It will be noted that all sections of a class are concurrent with each other and are not taught consecutively. The auditing section lags only a bit behind the other two.

Class 1a: It is expected that the student know the basics of Scientology and be able to do duplicative processes.

Theory Section: Auditor's Code, E-Meter Essentials, Basic Scales, Dynamics.

Practical Section: Complete CCH Section of HCO Policy Letter of May 3, 1962. TR 0, 1, 2, 3, 4. Model session. The complete E-Meter check Items on HCO Policy Letter of May 3, 1962.

Auditing Section: Op Pro by Dup and SCS. Assists.

Class 1b: It is expected that the student be able to do a good session with an E-Meter and repetitive formal processes.

Theory Section: Communication Formula. E-Meter Tapes, tapes on the theory and attitudes of an auditor, Code of a Scientologist. Basic materials on ARC and ARC straight wire. Havingness.

Practical Section: Model session section of HCO Policy Letter of May 3, 1962,

Auditing Section: ARC straight wire done in Model session. Havingness. Repetitive formal processes.

Class IIa: It is expected that a student be able to get good results with Prepchecking and CCHs.

Theory Section: HCO Bulletins and Tapes on Prepchecking. Tapes on CCHs. Axioms.

Practical Section: Handling pc part of HCO Policy Letter of May 3, 1962. Pertinent items of the Practical Processes Section of HCO Policy Letter of May 3, 1962.

Auditing Section: Prepchecking by HCO Policy Letter forms and HCO Bulletin of May 19, 1962 and CCHs. (The Prepchecking is done in conjunction with CCHs, some of one, some of the other alternately.)

Class IIb: It is expected that the student have a complete command of the fundamentals of sessions and E-Meters at an advanced level.

Theory Section: Auditor's Code, *E-Meter Essentials*, Havingness, E-Meter Tapes.

Practical Section:

TRs: TR 0, TR 1, TR 2, TR 3, TR 4.

E-Meter: Trimming, On-Off Switch, Sensitivity Knob, Tone Arm Handling, Needle Pattern Reading, Nul Needle, Theta Bops, Rock Slams, Falls, Rises, Speeded Rise, Speeded Fall, Slowed Rise, Slowed Fall, Ticks, Free Needle, Stuck Needle. Body Motion, Tiny Reads, Testing for a Clean Needle, Finding Hav Process.

Model Session: Script; Beginning Rudiments; End Rudiments; Rudiment Doingness: Room, Auditor, W/H, PTP, Untruth, etc, Influence, Commands, Session W/Hs, Auditor, Room.
And other drills as required.

Auditing Section., None.

Class IIc: It is expected that the student have a theoretical and practical level command of processes for this lifetime and be able to audit a skilled Model Session with havingness and be able to keep all rudiments in.

Theory Section: Basic HCO Bulletins and Tapes on Prepchecking and the CCHs, Axioms, Basic Rudiment Processes, Tapes and Bulletins.

Practical Section:

CCHs: CCH 1, CCH 2, CCH 3, CCH 4.

Two-Way Comm: Drill.

Handling Pc: Detecting Missed W/Hs, ARC Breaking pos, Getting Off Missed W/Hs, Getting Off Invalidations, Q and A-ing with pc.

Practical Processes: ARC break action by goals, Finding Overts, Forming What Questions: When, All, Appear Who System, Finding Bottom of Chain, Cleaning a Needle Reaction, Cleaning a Dirty Needle.

Auditing Section: Beginning Ruds, Locating Havingness process and running it, and End Rudiments (1 hour sessions only) Short Sessioning.

Class 11d: It is expected that the student acquire a high level skill in handling the CCHs and Prepchecking and administer these perfectly in an auditing session.

Theory Section: Completion of CCH and Prepchecking Bulletins and Tapes.

Practical Section: Getting pc into Session, Getting pc Out of Session, Controlling pc's attention, Holding up against pc's suggestions, Creating R Factor, Holding Constant Against Adversity. And other drills as required.

Auditing Section: Prepchecking and CCHs. Form 3 and Form 6A completed.

Class Wa: It is expected of a student to have a theoretical and practical command of the basics of assessment.

Theory Section: Basic bulletins and tapes on Assessments. Problems Intensive, Advanced HCO Bulletins and Tapes on Rudiments.

Practical Section: Pre~Hav Assessment, Listing, Testing Completeness, Nulling, Checking, Getting Missed W/hs Off, Getting Item Invalidations Off, Room End Rud, Getting Suppressions Off, Cleaning Needle Reaction, Cleaning Dirty Needle, Getting more goals or items. And other drills as required.

Auditing Section: None.

Class IIIb: It is expected of a student to have a high level command of the theory and practical aspects of Class III skills and be able to audit by assessment.

Theory Section: Further Bulletins and Tapes on Assessments, Basic Routine 3 process bulletins and tapes.

Practical Section: Getting pc into Session, Getting pc out of Session, Controlling pc's attention, Creating R Factor, Holding up against pc's suggestion, Holding Constant against adversity. And other drills as required.

Auditing Section: Dynamic assessment, Pre-Hav Assessment, Problems Intensive.

Class IIIc: It is expected of a student to have a high level command of Routine 3 processes and to audit them with skill.

Theory Section: Routine 3 processes as given in Tapes and Bulletins. Auditing and auditing attitudes.

Practical Section: Review of any weakness in Practical and other drills as required.

Auditing Section: Current Routine 3 process.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MAY 1962

Sthil CenOCon All Academy Hats

TRAINING
SESSION CANCELLATION
AUDITING SECTION

Today auditing results depend on the exact performance, by the auditor, of the simple steps of auditing.

The exact and expert use of a proper E-Meter, the exact use of the steps of the session, the exact use of procedure and techniques alone give the expected results.

Extraordinary solutions, departure from the precise material lead to auditing failures. And only improper usage of modern technology can give auditing failures.

In training the student auditor must get a good reality on these facts. Scientology properly used gives wins, improperly used gives losses.

Instructors too must realize that where a pc is not winning the fault does not lie in the peculiar or unusual nature of the case but with gross auditing errors by the auditor.

Session Cancellation, rather than other discipline, is a workable and better policy than scoldings or infraction sheets, as by session cancellation as a system in training the pc is saved further abuse and the auditor goes back to discover that lie or she *was* making a gross error, a thing students often contest or disbelieve.

Students usually believe the pc is "different" or that there are variables in procedure rather than that their own application is wrong; this is a motivator aspect-the student auditor believes he or she has been wronged by "unworkable processes" or "bad pes" rather than realizing that he or she has committed gross auditing errors.

If a student's errors are not corrected, the student continues to lose on pes, pes lose and the student eventually ceases to audit.

The student must be taught to meet the unusual with the *usual* and if this is done, everybody will win.

With this end in view, Session Cancellation as a system is introduced as the *only* training rebuttal by an instructor in the Auditing Section for a gross auditing error.

The system, briefly, is this. When a student auditor commits a gross auditing error in the auditing section, the student's sessions as an auditor are cancelled, the student is put back through the Theory and Practical Sections on those points involved in the gross auditing error and is then permitted to audit again. All former passes in Theory or Practical on the subject of the gross auditing error are cancelled and the items must be passed again as though they had never been taken before.

We have hitherto considered that an auditing session, scheduled, was inexorable, and we sought to patch up errors while permitting auditing to continue. This is too hard on pcs and gives entirely a wrong idea of what is expected.

All auditing sessions given in the Auditing Section are for gain, not for practice. The auditor is to audit to produce a case improvement in the pc, not to practice auditing.

When a student is assigned to the auditing section, he is expected to be conversant with the skills to be employed in the session. He attains this by high quality passes in the Theory and Practical Sections. He employs this learned skill in the Auditing Section to the benefit of the preclear.

While in the auditing section, if the student commits a gross auditing error violating what he learned in Theory and Practical for the type of session the student is giving, the penalty is *Session Cancellation*.

This is posted only after the session given has been completed. The auditing supervisor does not break up the session in progress, although he may direct that certain steps are taken. That certain steps were ordered taken and the taking of those steps by the student auditor does not influence Cancellation of future sessions either way. That the Auditing Supervisor gave the student directions on what to do with the pc does not mean that the student is thereafter cancelled.

The exact procedure is as follows:

An auditor's report is turned in by every auditor in the auditing section at the end of the auditing day. These reports are written during the session by the auditor.

Every preclear in the auditing section has a Preelear's Folder, of distinctive colour, in which all lists, comments and auditor's reports are always kept.

The Auditing Supervisor goes over these folders before the next session and comments on the report, or gives directions. The Auditing Supervisor's data may be taken from actual observation of the session or from the report or from an interview with the pc. The written comment may be amplified by personal interview with the student auditor. The common means to obtain information for auditing directions is by studying the report and looking at the preclear after the session.

If the Auditing Supervisor or Instructor sees that a gross auditing error (as per list below) is occurring before the next scheduled session the Auditing Supervisor posts on the Student Board the "Cancellation List". This list gives the date of the list, the name of the auditor and the items in theory and practical that must be done before sessions are resumed.

Theory and Practical Supervisors take their data from this sheet after it is posted and re-correct their students' class check sheets from it.

When the student has redone the Theory and Practical work required, the Practical Supervisor posts the student on a "Session Restored List" which advises both the Auditing Supervisor and the student that the student can continue in the auditing section in addition to other work.

As a student has to do a minimum number of hours of auditing in a class it is in his or her interest to re-do the Theory and Practical work as quickly as possible. A session resulting in a cancellation is not counted into these minimum hours.

That the required Theory and Practical work has been done is easily ascertained as more than one passing initial will be found on the student's check sheet by the Practical Supervisor and he also can see the Cancellation Lists of previous days.

The auditing supervisor also makes up his auditing assignments before Monday morning and should review check sheets and his previous cancellation lists in order to do this to keep from missing a student who has done the required work.

A student may be restored to auditing at any time, providing only that he or she has had the required work done.

Cancellation of Session may occur only in the presence of a gross auditing error. These are listed as follows:

1. Failure to give a session.
2. Failure to handle an E-Meter at the level of class for the session.
3. Disobedience of auditing directions given by the Auditing Supervisor.
4. Use of unusual means to handle the pc or the pc's case.
5. Failure to apply items already passed in Theory and Practical in giving the session.

6. Nattering about the pc out of session or derogatorily spreading the pc's withholds.
7. Being late for session.
8. Concluding a session early.

9. Check of pc with a meter by the Auditing Supervisor discloses gross errors.
10. Check of pc with a meter by the Auditing Supervisor after a Class II or Class III type session discloses rudiments to have been flagrantly out during the session or Sec check or Prepcheck questions unflat or goal or lists in error.
11. Misemotion by the student auditor during session resulting in a termination of session.
12. A pc blowing.
13. In a Class II or Class III type of session, pc throwing down cans.
14. Disobedience of the Auditor's Code.
15. A pc looking worse after the session, or sessions, determined by the Auditing Supervisor's personal observation (not examination).

ALL AUDITING ERRORS LEADING TO NON IMPROVEMENT ARE NOT MINOR. THEY ARE GROSS.

Some tolerance must of course be employed. Cancelling Sessions because "7R3 is out" is insufficient reason. However, a student auditor just plain not answering his pc or failing to give further commands comes under No. 1 above. But at all times, the Auditing Supervisor must be alert and must cancel sessions where one or more of the items above are occurring. Usually several will be found to be out if one is.

The Auditing Section is not a practice section and may not be treated as such. No **matter how minor** is the process being run, it **will be found**, because of the processes selected for the auditing section for each class, that the pc will gain and come up shining if the auditing is done right. If there is any practising it is done in the Practical Section but no pc may be put into session in the Practical Section.

In Academies the Auditing Supervisor is ordinarily the D of T even when assisted, in very large classes, by an Instructor. In any argument as to the validity of cancellation the Auditing Supervisor is right.

Apparently this also might seem to punish the preclear. But it will be found that less casualties and more overall gain for the preclear will result from this system.

If the student auditor is cancelled and is not re-learning his or her Theory and Practical on a Monday posting, the Auditing Supervisor on his own judgment should give the pc another auditor.

Do not make the other students carry dead weight. It is expected that a student will give as many hours as he or she receives.

In case of *flagrant* and *continual* no-audit by a student, cancel the student also as a pc. This can be used as a booster on the student to get his Theory and Practical passed.

Handling of the student follows, approximately, these courses:

1. Giving Auditing.
2. Commits small error and is warned.
3. Audits better.

or

1. Giving Auditing.
2. Commits small error and is warned.

3. Commits same or bigger error and is Cancelled.

4. Re-passes Theory and Practical and is restored to Auditing Section.

or

1 . Giving Auditing.

2. Commits small error and is warned.

3. Commits same or bigger error and is Cancelled.

4. Fails to be industrious in re-passing Theory and Practical and is Cancelled as a pc.

5. Passes and is restored to Auditing as an auditor and then as a pc (to equalize give-receive auditing balance).

6. Continues to malinge and is passed to HGC.

A STUDENT MAY BE ORDERED TO THE HGC IN NO OTHER WAY AND FOR NO OTHER REASON.

There is no process to be used in the Auditing Section except those laid down by Policy Letters.

There is no process specified for the Auditing Section that, correctly used, will not produce good gains for pcs.

If this system is well carried out and diligently employed the student will graduate from each class and from the Academy knowing that exact Scientology works and inexact doesn't.

Scientology will spread as far as it works and no farther. Student auditors who know it works and can make it work will spread it far. Student auditors permitted to commit any or all of the gross errors listed above will do us all a great disservice.

So be tough. And be accurate. Use this system in training.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MAY 1962
Issue 11

All D of Ts
Do not renimeo

URGENT

QUESTIONNAIRE

Please fill out and return airmail to me. I WANT THIS BACK SOON. Take only one week to complete it. I need your data badly.

HASI Location

Date

Director of Training

You now have in your hands recent HCO Pol Ltrs including HCO Pol Ltr of May 24, 1962, Issue 1.

This gives you a three section Academy based on pilot work done for a year at Saint Hill.

I want and need your comments and suggestions on these matters. You are to put the new Academy plan into effect at once as contained in the policy letters. Having done that you should fill out this questionnaire:

1. Does the system seem adequate to the training of students?
2. What part of the system is hard to understand?
3. Aside from the usual complaints about change, what student response is there?
4. What do you now need to help you with this system?

5. What processes do you feel are lacking in the Classes?
6. What basic theory is missing in the Classes just issued for Academies?
7. What Instructor difficulties do you forecast?
8. What student difficulties do you forecast?
9. What Changes or Improvements do you advise?
10. What especially do you need from me?

Fill this in and return to me as fast as possible. All class requirements for Class I are conditional. As soon as I have heard from you, I will finalize these classes, possibly add a Class Ic or even Class Id and le.

Then I can give you final check sheets.

Meanwhile make do. Whatever the students pass now can be transferred to new sheets in a month or two.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JUNE 1962

Central Orgs Franchise Field BPI

**CLASS II TRAINING
ONLY BY ACADEMIES AND SAINT HILL**

Because of the upgrading of Class 11 Training and skills, and the length of time and staff needed to teach such a course, all rights to teach Class II Courses are hereby rescinded except for Academies and the Saint Hill Briefing Course.

No Saint Hill Briefing Course tape lectures are available outside Central Orgs, and Saint Hill.

Saint Hill graduates may, however, listen to these tapes at a Central Org, for their own information, by arrangement with the HCO of their area.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 JUNE 1962

CenOCon Franchise BPI

**PROFESSIONAL TRAINING TO BE DONE
IN ACADEMY AND SAINT HILL ONLY**

As all previous experience has shown that professional training is only effective when done in an Academy at a Central Org, the following basic policy is to be adhered to without exception.

No professional course (HPA/HCA and above) or retread of any such course may be offered or run outside a Central Organization Academy. This includes the HPS (Hubbard Practical Scientologist) course, as this is run concurrently with the HCA/HPA course in an Academy. Saint Hill graduates are not permitted to run professional courses or Class 11 or other special courses in the field.

This policy is instituted and reaffirmed in the interest of students, who are entitled to the most excellent training possible. The Academy is the only place where this is continuously obtainable.

Professional auditors in the field are requested to co-operate by encouraging the promising members of their groups to go to the Central Org for professional training, and meanwhile continue giving basic training in the form of PE-type and HAS-type courses (including Comm Course) up to non-professional standard. This type of training has great value in teaching the basics of Scientology, and improving the student's case and reality level.

The pattern of training is:

PE, HAS and other basic courses up to non-professional standard, conducted in the field or in the Central Org.

Professional courses to HPA/HCA and above, conducted in the Central Org Academy only.

Saint Hill Special Briefing Course-to ensure the final professional excellence and to learn clearing techniques.

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HCO POLICY LETTER OF 26 JUNE 1962

CenOCon

CERTEFICATION REQUIREMENTS

In order to expedite the issue of certificates, the Extension Course Director must always inform Certifications immediately, whenever an Extension Course Student completes an Extension Course.

A completed Extension Course is still a requirement for a professional certificate.

The Extension Course Director must send this information to Certifications in every case, whether the student is in the Academy or not at the time of completing his Extension Course.

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HCO POLICY LETTER OF 24 JULY 1962

Franchise

ACADEMY

EXTRA WEEKS

Any extra week payment being required of Academy students in any Organization is abolished herewith effective on receipt of this Policy Letter.

The mission of an Academy is to make Auditors who can audit, and issue them their certificates.

Should a student leave the Course and return after two weeks a retread fee of 301yo without further grant or discount of the original HPA/HCA full course fee shall apply.

The Academy course has no finite duration but every effort should be made to graduate the student at the end of twelve weeks.

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HCO POLICY LETTER OF 30 JULY 1962

CenOCon
Post Public B. Board

CERTIFICATION AND VALIDATION REQUIREMENTS
(Cancels previous policies)

Effective immediately, completion of the HPA/HCA Extension Course is no longer regarded as a requirement for HPA/HCA certification. It is, however, required as a qualification for validation.

This policy is re-instituted so as to speed up the issue of certificates. It is emphasized that it assumes that the basic policy is being implemented in the Academy-namely that no auditor is released from the Academy unless he/she can be trusted to audit HGC preclears-this also implies that the graduate does know his basic data.

As there have been some changes lately in certification requirements, current requirements are now summarized here again:

- I - Graduated successfully from Academy, all Academy requirements completed according to current rundown.
2. HCO Board of Review Oral and written examinations passed 100%.
3. Anatomy of Human Mind Course completed.
4. Course fees fully paid up, or satisfactory arrangements made for payment.
5. International membership with HASI in force.

HPA/HCA Certificates can now be issued without delay to any persons who have completed these requirements.

In order to obtain a red seal validation on an HPA/HCA certificate, the requirements are now as follows:

1. Serve one year in the Org, in the HGC or a similar post.
2. Complete the HPA/HCA Extension Course.

In addition, no higher level certificate (higher than HPA/HCA) will be issued to any auditor until the HPA/HCA Extension Course is completed.

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HCO POLICY LETTER OF 17 SEPTEMBER 1962
(Reissued from See ED No. 404 of Washington DC)

CenOCon

AN ARRANGEMENT OF THE ACADEMY

The closer you adhere to the exact training pattern of an Academy as it has been worked out at Saint Hill, the better off you're going to be and the easier it's going to be.

I've been working this thing over left, right and center and it's a very workable plan. The plan exactly consists of this:-

There are certain classes of auditors, there's Class I a, I b, I c and 2a. These Classes each connote certain types of auditing. Class Ia has no auditing; Class Ib has some type of auditing. The administration of the Academy depends upon the auditing requirements more than the classes. You get auditing something on this basis, you have a class of auditor and that requires certain checksheets, and you also have a unit and the auditor belongs to that unit. But if the auditor is changed-the student rather is changed-from one unit to another until, such as, you GAE him and this throws him into Unit W, this doesn't cost him his intervening class. He's still maybe a Class Ib, but he's no longer in X unit. He can be downgraded then in his unit number without being downgraded in his class. It'd break his heart to cost him his class. He's just pulled an awful GAE and he's up there at 2a-he's in Class 2a, he's very proud and happy, and he's managed to prepcheck a whole list alive, clean nothing and leave all the rudiments smoking. He promptly becomes a W right in there with the new students, if he's GAWd, until he covers the checksheet or the GAE things that have been assigned to him to cover before he is restored to auditing. Then he's restored back to his Z unit. So you see you can shift them in unit, which is designated by letter, without costing them their class. So an individual auditor is actually designated by his class, which would be Class 1 a, Class 1 b, 1 c or 2a.

That's his classification. What unit he appears in is determined by the current auditing he is doing and these units are Unit W, X, Y & Z. The unit in which he finds himself is doing certain auditing actions and you will sometimes GAE somebody down from one auditing activity to another auditing activity, and although he still retains the classes he has he's doing another type of auditing.

Your student body is divided up into A and B, and that's compared to the first letters. The W's are brand new students. They're brand new and they don't do any auditing, nobody'd trust them near an E-Meter, and a W is involved basically in just studying the fundamentals, just as undoubtedly you have it now. The number of W's you have are divided into A and B, and you get the WA then and the W13 unit.

The X's are the most fundamental and the tiny bit of auditing they do-they do something without any Model Session or something of this sort. They go through some auditing motions, and they are divided into the XA and XB, and that gives you your teams-A audits B and B audits A. So this gives you your auditing assignments.

Now you get your next line, which is your Y, and your Y is doing something on the order of a Model Session, pocketa, pocketa, pocketa. They're doing something terribly fundamental like finding a Havingness process and doing a Model Session. This is rather elementary type auditing but nevertheless gives them practice in this line. Then you get your Z and that is doing the kingpin or the top activity that is done in the Academy, which is in this particular case, as we are dealing with HCA/HPA, a Problems Intensive, and when they can do a Problems Intensive from one end to the other of course that's your Class 2a Auditor, but they're auditing in Unit ZA and ZB.

This makes very easy administration and scatters your students around and puts them under certain control at certain times of the day and puts them in certain situations at certain times of the day. You get this kind of thing going then. You get

class-anytime an auditor gains his class of course he graduates up to a new unit and **you have to keep your numbers balanced** in these units; you have to keep the same number in both sides. It's very hard to re-arrange two in a unit because **they will** become a **co-audit and** you don't want that, so you actually have a minimum number in a unit of four and that permits them to criss-cross so that the auditor doesn't get **audited by his own pc**.

Now, let's take a look at the time scheduling in an Academy. You got a time schedule that goes from 9:30 to 12:30 and goes from 1:30 to 4:30 and 4:30 to 5:30 and 5:30 to 6:30, and that's an Academy day, and that goes Monday through Friday inclusive. Now, if you divide up your times like this, you will see that this is very easy to move these units around and within that frame-work you have three sections. Your sections consist of the Theory Section, the Practical Section and the Auditing Section, and there are only three sections.

In actual fact (depending on numbers of course, that has a lot to do with it) there are three basic instructors. There is your Theory Instructor, there is your Practical Instructor, and there is your Auditing Instructor, so the minimum number of instructors in an Academy is three. If you had a great number of students these fellows would be supervisors and they would have instructors under them. Your Director of Training would ordinarily double in brass as your Auditing Instructor since this is the most knowledgeable post offhand. Your toughest instructor-the guy who won't stand for no nonsense no-place-is ordinarily your Practical Instructor, and your reassuring instructor is ordinarily your Theory Instructor, and that's about the way that divides up as to who to appoint to what post.

Now these fellows are located on the ground that they are located on, in other words-these fellows are located in such a way as to make a split up of space. Now your Director of Training would normally sit in his office and you use your scatterly rooms, your odds and ends of rooms that you have around, as auditing rooms. This is a fairly practical plan if you don't have a perfectly designed building for your Academy. Practical would take up the biggest piece of space and your Theory the next biggest piece of space.

The characteristics of these classes are that certain different types of auditing are going to take place, but they are not all at the same time. So, frankly, it doesn't really require the tremendous amounts of space that you think to handle the auditing section.

The Theory on the other hand is rather specialized as to quarters, because that's got to consist of first and foremost a room in which to study-tape recorder outlets and so forth are put into that room and everything that goes on about studying occurs in that room. Tape recorder listening is done by earphones, not by speakers. The Theory room is usually the quiet room and quiet is maintained. There should be a little booth over to the side of it or a little adjoining ante-room of some kind, in which the Theory Instructor lurks, so that he can give his examinations across a desk and in quiet so that other students in Theory do not hear the questions he is asking and do not disturb and are not disturbed by the activity of examination. That's an ideal Theory set-up. It doesn't matter how many students you try to pack into it or how stamped up they are or anything. Those are not considerations. You've got to have some outlets for tape recorders. You've got to have some earphones, and you've got to have some seats for them to sit in. And then you've got to have a little ante-room of some kind or another for them to be examined in so they don't get disturbed by each one being examined. That usually carries with it a blackboard, and the rotation by which they are examined is determined by how they enter their name on the blackboard. Soon as they come in they put their name on the blackboard. When the instructor is ready, he just calls their name off the blackboard.

The Practical Supervisor or Instructor is not in an ante-room, he is right in amongst them. But he has a desk in that room. If he has any desk anywhere in the Org at all, just like the Theory Instructor, he has his desk on the premises of his activity. He doesn't have another desk someplace, and no longer in the Academy do we have walking off from the class. See there's no more walking off from the class, that's the guy's room. So it disturbs them to have other staff members come in and ask him questions and other things go on, but he uses that just as his office space. It's not a specialized instruction space, it is his office space. And there he sits. And he can keep an eye on training practice. In Practical you've got to have a widespread eye across Training.

Ideally in the Auditing section you simply have a very big room. The teams are well spread. apart. You get this other activity here-the Auditing Supervisor would sit in the same room and be able to keep his eye on all the teams and go on ahead and carry on his business of the day too. In view of the fact that you don't have that kind of space, Auditing Section Students will have to be split up into other quarters and other rooms. That isn't quite so good, but you can make that up with some kind of speaker system going into these auditing rooms on this basis:

A system like this has already been developed, and it is pretty hard to install and is a little bit complicated, but you hang a microphone around the auditor's neck and you connect the pc's cans up to a central meter and the meter is in the Auditing Supervisor's desk. It's the connected meter and it has a switchboard. Just by throwing this switchboard you get the meter reading and you get the auditing activity of the auditor at the same time. Now in view of the auditor never knows when this is on, a great deal of supervision can be done. Oddly enough this isn't for a scattered series of rooms, this is for a wide, large room. That thing is just internally wired, the Instructor sits over in the corner. Therefore he never gets up and stands back of the pe or stands back of the auditor. He never has to approach the session, to know what's going on. Now this thing in its most complicated activity uses the microphone as a small speaker, and if you get too outraged this microphone being very close to the auditor's mouth it all of a sudden can talk back. ThaVs a fairly ideal auditing activity. You could of course give him an earphone, a little plug-in earphone, that will be more satisfactory, but frankly any microphone acts as a speaker. So you could make these things talk back.

That is the type of circuit which is most ideally suited to a bunch of auditing sessions. It doesn't make the instructor have to approach sessions to give his advice, to find out what's going on, to find out how the meter is reading or anything else. You can use a booster on these circuits so that the meters are able to put out the current over the line to the auditing meter and the current to the other meter. There is a little bit of electronic difficulty as they wire them up, but those things will all be overcome.

Now, there's your Auditing Section. How do these things operate? How does all this operate on scheduling? Your schedule goes something on this order-in the morning your W's, X's & Y's, that's the A units, all appear at 9:30 in the Theory Section. And in the morning all of the B's-W, X, Y's appear over in the Practical Section. Then after lunch your B Unit of the first three letters appears in Theory, and your A Units appear in Practical, so they get three hours of Practical a day and three hours of Theory a day. And everything is done by checksheet. Individual checksheet. There is no class activity, you get the idea. There isn't getting all the students together and teaching them how to thread a needle when half of them know how and the other half can't be taught anyhow. There is this individualization, but you can have this tight scheduling along with individualization, the checksheet gives you the individual attention to the student and the compartmentation of time gives him a scheduled activity. He knows where he's supposed to be.

That same morning, the A section of the Z group reports to their auditing room and they spend three hours auditing. In other words, this is the most important auditing so therefore we give it the most time. And there's your three hours of auditing, and your B Group is receiving the auditing during that time. Then in the afternoon the ZB's are doing the auditing and the ZA's are receiving auditing in the Auditing Section.

On alternate days Monday, Tuesday, Wednesday, Thursday, your ZA's spend two hours in Practical on Monday from 4:30 to 6:30. On Wednesday your ZA's spend two hours in Practical and ZB's their two hours in Theory. They spend two hours twice a week in Theory and two hours twice a week in Practical from 4:30 to 6:30. Don't try to make that class change-the 4:30 to 5:30 and then a shift 5:30 to 6:30 because it uses too much time and commotion on a break. You just might as well use it that way.

You've got quite a bit of auditing space in proportion to the number of people that are using it, so your X Group doing its first auditing occupies one little piece of auditing space and they are weak, so they do do a shift. You've got your 4:30 to 5:30 session and you've got your 5:30 to 6:30 session. That's just sort of a lick and a promise. It would actually be about a 50 minute session. They flip, flop, during that afternoon, and they flip, flop daily on this. And then when you get up to your Y, you're doing a little more serious activity on this thing. It takes a little more time to do it; to get in the Model Session, to find the Havingness process and so forth, so you flip

flop them days so it's 2 hours on Monday and they receive 2 hours on Tuesday and so on, you don't give them that 5:30 to 6:30. The student starts in with his X Group with an hour auditing session less ten minutes. When he gets to his Y group, he's doing a two hour stint. When he gets to his Z group, it's a three hour session. This graduates him up into the stamina and stick-to-ivity of it.

That's your scheduling activity for auditing. You find all this runs off smooth as butter. Now, if you have limited toilet facilities and so forth there is another gimmick you can pull and this gimmick is a simple one. That you simply stagger the lunch hour 15 minutes ahead and 15 minutes behind in your Theory and Practical. In other words you can increase Practical 15 minutes and decrease Theory 15 minutes, therefore they let out slightly different times with a 15 minute difference. This is in consideration of limited toilet facilities, you got other little dodges of this particular character but actually you mustn't upset the progress of these units through the various stints, you find out this balances out pretty well.

You've got to have checksheets for each one of these classes, these checksheets are carried out on this basis. The student has a copy and the instructor has a master copy and if a checksheet gets lost the signups are on the student's checksheet and that's just his hard luck, he has to take the check all over again. That's a simple penalty. In other words he mustn't lose his checksheet. You record this on the instructor's checksheet and so forth-do any recording you want to, but put the burden of keeping the record with the student and you'll find out you'll get into much less trouble by doing this. You don't have to have mounds of administration to carry this forward. Mounds of administration tend to accumulate around it and the instructors all of a sudden are doing nothing but shuffle paper. We're not interested in their shuffling paper, we're interested in them setting students right. That's our basic interest. We're interested in their instructing. We're interested in getting people checked out. We're interested in all these other factors involved in the situation. We want to turn out good auditors. This system I've worked out very carefully, this system has been in the works at Saint Hill for some time. I've refined it and grooved it and found things wrong with it and I've been planning this up for an Academy shift. I gave warning a little while ago that Academies were going to follow a pattern along this line, but I hadn't perfected the pattern until now. It seems to me that this is quite feasible. I thought it over with regard to quarters and numbers of instructors available and I think it will make a very successful Academy.

The role of the Academy of course is to turn out auditors that can be employed in the HGC. They have to be good enough to be used on the HGC at once. Certification requirements recently have been reduced to the fact that if the fellow goes through the school he gets his certificate. There's been nothing else hanging up on this. To get his certificate in hand, of course, he must have paid his training fee and other people hang things on this in other departments. But my basic intention is that a certificate is put in his hot paw the moment he finishes up and gets examined. HCO should have its Board of Review capable and ready to examine the papers of this person. In spite of the checksheets there is another general examination at the end of his Academy training period. And the results on his pcs also count on this, if he has audited a pc through a Problems Intensive where he can point out certain definite results. That, however, sometimes gets balled up, people get transferred on pcs and he can't point to a single result. So that's not paramount, but his auditing skill must be taken into account.

The point that must be driven home with a student is that the *Auditing* Section is not a *training section*. I just kill 'em on sight if they start developing this idea. They are not in the Auditing Section to learn how to audit. They are in the Auditing Section to DO AUDITING. If you get any instructor who regards the Auditing Section of any of these training units as a place where they learn how to do it kick them in the head, Mac, and send him someplace else-send him down to Central Files or something, but don't keep him on training. When they're in there, that auditing has got to look good. And if that auditing being done isn't looking good and isn't producing results, there's only one thing that the auditing supervisor does. He shows the auditor which direction the cases are taking, that has nothing to do with auditing you see. He shows him which direction these cases are taking and the logical course to pursue.

Now if there's anything wrong with this fellow's Model Session, if there's anything wrong with his finding Havingness Processes, if there's anything wrong with

his approach to Prepchecking-he doesn't learn it in the Auditing Section! He is simply GAE'd-that means Gross Auditing Error-his name is posted on the board, and if this person during the week he is given the GAE fails to make it up and get his cheekshtect (it'll be a little special checksheet he's got to make up now)-if he fails to make it up and hasn't got it totally caught up, then he is GAE'd as a pc in the following week. That is the penalty of not making up a GAE in the same week that it is given. That's a God-help-us proposition.

How does a person get a GAE? There's several ways: 1. By observation of the auditing he's doing. The Auditing Instructor is not supposed to hang up over the back of his neck and say no, no, no, you ask about a Present Time Problem as the 3rd rudiment, you see. He hasn't got any business doing that at all. It's just observation. Is this guy functional? Is he working as an auditor? Does he look like an auditor? How are his TRs and so forth? That's all. He looks like an auditor. Okay. Now, the next one is the condition of the pc when inspected. That starts with, simply, you see a pc, he's drifting around and he looks in a horrible fog and he doesn't know if he's coming or going. That is enough for a GAE. Auditing is supposed to make people feel better. We don't care how much trouble this person's had. We don't care how mean the instructors are to him. An hour session should have straightened him out. You get this very tough look at the situation. The third method, of course, is by graphs, progress and so forth as represented by the various papers of auditing which are auditing report forms. Auditing report forms are done by students on all sessions every day. They are handed in to the auditing supervisor who is supposed to look at these things and hand them back. In the following day's session. He puts them out there in baskets, where the auditor can pick them up.

An Academy has a number of things that it has to cope with and amongst these things is students getting entangled in their personal lives and getting so messed up in a personal relation and this kind of thing that he can't study. It's very much in our interest to prevent that sort of thing. So you have a very tough set of regulations. The penalty for breaking these regulations or any one of these regulations is an infraction thesis which you all know well. You make the student turn it in, saying in so many hundred words he's got to give you all the hot dope on this and that. Now there's terrific injustice in this and there's a lot of danger in this infraction system because you're liable to miss withholds. And then the student winds up angry as hell about it all and that sort of thing. If any better system to keep the rules and regulations in force could be devised, why that would be fine. That would be very acceptable to me. In the meantime, the only one we have that has worked at all is the infraction thesis. That's pretty gruesome, has a lot of things wrong with it. Alright, that's the discipline.

An Academy is as full as its snap and pop, and don't make any mistakes about this. Academy enrolment has very little to do with the Registrar. It has everything to do with the quality of the Academy. Sounds awfully funny. A bad Academy empties almost at once. There's no new enrolments in a badly run Academy. A good Academy mysteriously picks up a lot of enrolments. We've learned this over the years. It's the funniest darn thing you ever wanted to see. You never figure out how anybody found out. You hardly have time for them to find out. If the HGC drops in quality it takes 6 or 7 months to go down the drain as far as income and pes are concerned, and it takes another 6 or 7 months to pick up again. This is not true about the Academy. It will do it in a week. It's just one of the most sudden things you'd want to see happen.

What looks like a good Academy is having instructors know their business, and Schedules that are kept. A precise scheduling and instructors that know their business. And nobody puts up with anything but excellent auditing. Now that is a good Academy in the estimation of students. A bad Academy is one that is kind, is nice, that helps them out. The Theory Instructor is just, not pleasant, but kind. A person comes in and there is a bulletin to be examined "What are the buttons used in Prepchecking? " The fellow says, "Vell, I didn't quite get that far," and the Instructor says, "Oh, come on now, does careful, careful, mean anything to you?" This type of examination, man, is cutting the poor student's throat. They'll turn a student out of there who will one day be sitting in an auditing chair who won't know which direction is up or down or South! In other words, they've done the guy a rotten dirty trick.

So it's precision of information, the demands put on the student concerning the information, the precision of the scheduling, and the fact you don't put up with anything less than perfection. That's what makes a good Academy in the public estimation, not necessarily my estimation, but in public estimation.

As far as the length of time in an Academy is concerned we do care how long a student stays in the Academy. We do care, because he's using up usable quarters, and the slower he learns the more of a liability he is to us.

You have this difficulty in an Academy; the one thing that can snap somebody around and completely change his life is finding his goal. And you're not finding Academy students' goals. This is a tough rap, so you just have to climb the hill without that assist, because I have now found out that those people who do worst can only really be remedied by having their goal found. You get somebody who is really stumbling, there is simply nothing you can do short of finding that person's goal; that will snap them out of it just like that. There isn't any remedy short of that. That's what you got to put up with. But you have a terrific process in this Problems Intensive. This is a terrific package. It'll do some marvellous things one way or the other and therefore (and this is going to be incorporated at Saint Hill) I wouldn't have a slow student hang on and on and on and on and on and on month after month after month after month in an Academy.

When it became very obvious to me that this student was going to be terribly, terribly slow and learning impossible to him, instead of cutting the student's throat for him, I would send him to the HGC. But the only thing I would permit him to buy would be the thing that finds his goal. Now that is very difficult because HGCs are not necessarily rigged for this. But I am telling you though, that this is what we must do. We can't send him over there to get him some Prepchecking, or some Sec Checking, or something like that, because it's not going to do him any good. We've got to find this fellow's Dynamic and his Item and his Goal. We don't care about getting it listed, but we got to find that far-and you all of a sudden will find this fellow straightening out. We're going to start doing that at Saint Hill very shortly. The economics of it are very difficult to handle at Saint Hill, because a person comes there for Training and there is no HGC at Saint Hill.

NOTE: Up to here this See ED has been a transcription of a tape L. Ron Hubbard made during a Technical Conference with the Technical Staff of the FC-DC on Sept 7, AD 12.

The following are notes taken by Eleanore Turner at the same conference after LRH had ceased to record on tape.

How to handle a new student ARC broke with life and everything: Give him a reality on Scientology. The solution is too simple. Give him a simple tenet of Scientology and tell him to find things about it he can agree with-keep him at it. Four students at Saint Hill were set up in two teams of two, and in turn wrote up on a blackboard 12 things they could agree with about a pe (and about an E-Meter). Three of these four were phenomenally better thereafter. I could talk to the other, have a long talk with him, and possibly square him around.

A relatively unteachable person is one whose goal is an overt against Scientology.

The chief use of the TV in the Academy is for rudiments checkouts by the instructor on Friday afternoons. Students are GAE'd on this-so they are alert during a demonstration. Missed withhold check should be added to the Friday rudiments check, "Do you have a withhold that hasn't been cleared up on you?" The other Academy use is occasionally an Instructor demonstrates how a session should be done. And the TV in the Central Org is used in Staff Auditor Training Programme.

If you follow too closely any rules, it becomes a Simple Simon idiocy. You have a well trained D of T, Tech Director, etc. Too many rules invalidates these people. These people introducing too many innovations defeats the purpose of the training activity. You need to strike a happy medium in carrying out the rules. Don't take the datum that students don't have cases to mean that you can't occasionally pull missed withholds, when that action is called for. Rule that D of P must not audit is simply that he must not sign himself up to give intensives. To say that an auditor can't audit is idiocy.

There's no gradient from simply acknowledging what someone says and putting

him on the E-Meter to find out. You can't straighten out by administration what needs to be handled on an E-Meter. You say to the natterer-"Yes, we know it's all wrong, we know there isn't a toilet for the women, we're doing something about that-now take these cans, has a withhold been missed on you?"

The "Idiot meter" has been in the works since 1952-an E-Meter which shows a red light on a read and stays lit until the read is cleared. Maybe we'll have it this year or 1975 or 2000. Working on one in London now-may be it.

The Mark V is not as good as the Mark IV-but is a gorgeous goal-finding E-Meter. Only a well trained auditor can use a Mark V. It will be available, it will not replace the Mark IV.

Use E-Meter drills 1, 11 and 111, as follows, over and over-not flattening one at a time, but in rotation. Eventually the student can read the meter.

E-Meter I - Reach and withdraw from E-Meter.

E-Meter II - Student A sitting in any posture with E-Meter held in any way he wants to hold it. Looking at meter. Student B sitting reading a bulletin that he needs to study anyway (no need to waste time). He's not reading it aloud. (This drill gets more screwed up-more alteration to it than any other.) When the meter ticks, the student A says to himself "read". (He doesn't say it to student B, or to an instructor, and NOT to a coach.) Having called a dozen or so reads he now calls clean every time he sees the meter not doing anything. Then he calls reads. Student gets dopey and funny things happen, he wants to tell the instructor about strange reads he has seen-we're NOT INTERESTED. All this drill is supposed to teach is when it reads it reads and when it's clean it's clean-gets rid of significances on it. PLEASE KEEP IT SIMPLE.

E-Meter III - Student reading bulletin goes along reading (NOT aloud)-when the student reading the meter sees a tick, he asks "what did you just read", having student B read it again, out loud now. The essence of this drill is the recovery of that read and finding out what that fellow didn't agree with. Getting him to take it up with you a little-the student finds out about two-way comm. The majority of auditors think the meter reads on their own voices, that it doesn't have a thing to do with pcs. On E-Meter III they find out that when a guy thinks something the meter reads. Now he finds out that the E-Meter reads on disagreements. The student finally cognites that student B doesn't understand the bulletin. He gets missionary about it. Don't stop the student, it's not an auditing session-it is all right for him to help the other fellow.

Instructors can let students in on ARC break read-show them by cleaning up the ARC break.

The drill has got to be loose-otherwise the student doesn't learn a thing.

Many are called but few are chosen. Most of the students go through the course, they only have to pass their regular requirements and get their certificates. But sometimes the instructor picks a student near graduation and says, "You get Joe Blitz and straighten him out." If this auditor can't do this he's about 1000 hours short of being a good Scientologist. You might have the six students about to graduate straighten up the six beginning who are having difficulties. Got your students to take care of their fellow Scientologists.

There are a lot of ways of handling these things that don't come under routine action.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 SEPTEMBER 1962

CenCCon Franchise Field BPI Magazine

CLEARs MUST BE TRAINED

It is standard knowledge that a one-goal Clear is a very capable person.

A two-goal Clear is a human dynamo.

It should also be recognised that though they have these capabilities they are not, unless trained as an HPA/HCA, educated and are therefore incapable of utilising this released action and ability to the greatest good of the greatest number of dynamics.

An untrained Clear can, through non-education, become a severe embarrassment not through bad intention but solely because he wants to get something done. He wants to help but doesn't know how.

It therefore becomes mandatory that as soon as the first goal has gone to a free needle and been checked out fully by a Class IV Auditor as a first-goal Clear, the individual must receive and complete training of HPA/HCA level BEFORE proceeding any further with auditing on his own case.

LRH:dr.oden

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 OCTOBER 1962

CenOCon

HPA/HCA WRITTEN EXAMINATION

Because HPA/HCA students have a chance to not confront taking their written examinations and thus postpone until sometimes they eventually never take this exam, thus causing an incipient ARC Break with the Organization, no HPA/HCA student should be released from the Academy until he/she has fully completed all the requirements for his/her certificate.

LRH:jw.eden

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HCO POLICY LETTER OF 21 OCTOBER 1962

sthil
Academies

**AUDITING SUPERVISOR AND AUDITING INSTRUCTORS,
DUTIES OF**

On the Saint Hill Special Briefing Course and in Academies, Supervision of the Auditing Section is done by the Auditing Supervisor, and Auditing Instructor or Instructors.

The Auditing Supervisor and Instructors are not there to audit cases. This can be a most serious error-using the Auditor only as a robot. This is done in a Co-Audit. It is not done in an auditing section. The auditors being taught in the auditing section are under a heavy discipline-the discipline that they must follow procedure and obtain results. A bad auditing presence, a squirrely approach, a failure to use what they are taught, can cause two things to happen:

- (a) A Pink Sheet on what they must re-do in Theory and Practical or:
- (b) A GAE to the next lowest classification for retraining.

The Auditing Section is that section of a training course where auditing occurs. It *is not* where auditing is taught. It is that section where auditing is experienced, as an auditor, as a preclear. Auditing is *taught* in theory and practical. It is only guided in the Auditing Section.

AUDITING ASSIGNMENTS

The Auditing Supervisor (or in some cases the Course Supervisor as at Saint Hill) assigns all sessions and teams. The following rules are observed in this assignment of auditors:

- (a) No auditor may be assigned to an upper Auditing level until he or she has passed the Theory and Practical Check Sheets of the lower auditing levels. In other words, only when an auditor is prepared in Theory and Practical is he or she assigned to auditing in the next classification.
- (b) No Co-Audit is to occur, by which is meant there is no auditor auditing his own auditor. This makes a minimum of four in a class.
- (c) Rock Slammers (as by Sec Check) are assigned to audit Rock Slammers and be audited by Rock Slammers as this tends to protect other students from bad auditing and yet lets the Rock Slammers progress.
- (d) Change of auditors is avoided as may be found practical.

Auditing Assignments are posted by class time on a Monday and are seldom changed through the week.

AUDITING ATMOSPHERE

Students are heavily indoctrinated into two major maxims about being an auditor:

- (a) If the auditor is warm and breath can be detected, he or she is in condition to audit. An Academy or course takes *no* interest in the case of the *auditor*. Courses where attention is dominantly on the *case* of the student and not his ability to audit are always *bad* courses. It is true that people, while they cannot postulate themselves clear, *don't have to act aberrated*. A thetan *can* rise superior to his aberrations. Thus, the less worry about how a student has to be audited before he or she can audit, the better. Scientology is a bootstrap operation. If this idea of "not in case shape to audit" or "not in condition to audit" is let creep in, then we'll *never* make it. So, if they're warm and breath can be detected, they can audit.
- (b) Auditing in a common room is noisy and hard on preclears and auditors. But auditing can be done under such conditions. It makes a much better auditor. Preclears soon get used to it. So no attention is given as to how quiet it must be "because of the preclear".

Admittedly these two factors (a and b) contain unrealities. This is a case of that's the way it is.

SCHEDULING TIME

Sharp Scheduling, on the dot, is the mark of a successful Academy.

Sessions must begin and end on schedule.

It's part of instruction that the Auditor never be late for a session and to end sessions on the dot.

Time of Session must be tightly adhered to and enforced.

INFRACTION SHEETS

The disciplinary weapon is the Infraction Sheet.

An auditing Supervisor does not give these out for bad auditing, however. He gives these out only for Infractions of the Rules of the Academy, including a refusal to follow his auditing directions. Bad technical is handled by Pink Sheet and GAEs.

OBSERVATION OF AUDITING

There are three sources of observing auditing used by the Auditing Supervisor and Instructors. These are

- (a) Direct observation of the session;
- (b) Study of the Auditor's Report;
- (c) Observation of the Preclear.

The Auditing Supervisor combines all three, giving the most time to (a) Direct observation of the session.

THE PINK SHEET

Fasten a packet of long (legal) pink paper, about 16 substance, to a clip board. Put three piec" of long carbon paper in place to use the first four sheets. Use a black ball point pen. Put a student's name at the top of the sheet. Put in the date.

Sit down near the session or use other inspection devices.

Note what the auditor is making mistakes with.

On the left hand side of the paper, in column, write down the exact HCO Bulletins and Drills this Auditor must do in Theory and Practical.

Keep the sheets together. Look over the Auditor's report later. Re-insert the carbons and put down any further things the auditor must do.

Keep one sheet in a basket. Give the Theory Instructor one, give the Practical InWuctor one. Give one to the student.

If by the week ending nearest after two weeks from date, the student has not completed this Pink Sheet, he or she is GAE'd to the next lowest class to complete it and any others before being raised again.

This is wholly independent of and in addition to the regular check sheets for classes.

Thus a thorough inspection of an individual student's auditing need be made only once every two weeks.

Nothing in the Pink Sheet System prevents comments on the Auditor's reports or personal discussion with him or her on emergency remedies by note during a session.

GAE

Gross Auditing Error (GAE) is the action of the Auditing Supervisor when the Pink Sheet is not completed by the Student or when, in the opinion of the Auditing Supervisor, the errors being made are so gross that a preclear is being heavily damaged (such as Auditor's Code breaches).

A "GAW may consist of relegating the Auditor to the next lowest class or, if violent and flagrant, and directly against an Instructor's instructions, to the lowest unit of the Academy.

Only in two cases may a GAE be substituted for an Infraction Sheet, and in both cases the student is sent to the lowest unit. First is the flagrant and dogged refusal to follow an order relating to technical matters and the second is breaking Rule 28. These two may not be permitted to come in conflict.

A student's check sheets are not torn up by any GAE, but one that places the student back in the lowest unit causes the student to re-do all his auditing and re-pass it.

FORMS

A form for each pc undergoing clearing, giving the steps, must be part of the pc's folder and kept up by the auditor. This is based on the above data.

If a pc has had a recent Problems Intensive and now signs a Clearing Contract this is made part of the Clearing rundown. If done, however, by an outside auditor, the pc must be given another Problems Intensive.

A Special Form showing all steps and evidence of a clear must be sent to me.

The idea is to get results, to turn out clears and to keep HPAsII-ICAs well occupied and at a high technical level.

ACCIDENTAL GOAL FINDING

It will happen that in cleaning up old goals found or even by sudden disclosure, the HPA/HCA staff auditor may find a goal that fires and is *the* goal. If so, it is checked out by the Goals Finder and listed unless other orders are given regarding the pc (such as unburdening the goal).

HPAs/HCA's are not, however, to attempt to find goals at this time and it is highly illegal for an HGC to employ non Saint Hill Graduates to find goals no matter what the public pressure. It could be very destructive to Scientology to have a lot of wrong goals about or getting listed.

In due course this last injunction will be released so far as Tiger Drilling the 850 list by HPAs/HCA's is concerned. But wait until technology is better. This will apply only to experienced staff auditors.

METERS

Only the latest Mark Meters are to be used by Goal Finders. Mark IV and onwards may be used by HPAs/HCA's.

It would be dishonest to use less.

SUMMARY

HGCs must afford public Clearing of individuals. Clearing Co-Audits of the public are a special role and are to be relegated to District Offices as soon as possible. It is nb part of my plans to retain them in a Central Org or City Office.

Only the highest technology and most exact adherence to policy can keep us afloat at this time. These are not ordinary policies. These are survival itself for Scientology.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Ginstead, Sussex

HCO POLICY LETTER OF 24 NOVEMBER 1962

CenOCon

URGENT

OBJECTIVE ONE

I HAVE KICKED THE DOOR OPEN.

FOR THE FIRST TIME SINCE 1950 ALL WRAPS ARE OFF.

THIS IS IT.

OUR FIRST OBJECTIVE IS:

GET ALL PERSONS EVER ENROLLED IN AN ACADEMY
AUDITED ON AND TRAINED TO USE ROUTINE 2-12,
THE UNDERCUT FOR ALL CASES.

This marks the beginning of a heavy rapid advance toward our objectives of a cleared Earth and is Objective One in that advance.

Use all means at your disposal to effect the accomplishment of this objective.

Routine 2-12 is a safe, powerful primary clearing action and will produce rapid case gains.

The objective is to be attained by the following actions:

1. Get all staff HPAs/HCAs and all auditors checked out on a Class IIb check sheet as per HCO Bulletin of November 23, AD 12.
2. Get all staff HPAs/HCAs rapidly using R2-12 in staff clearing.
3. Get all Academy students checked out on Class IIB perfunctorily at once and run on R2-12.
4. Get all HGC pcs run on R2-12, particularly HPAs/HCAs or former Academy enrollees.
5. Contact all persons ever enrolled in an Academy, whether graduated or not, and get them in to be run on and to learn Routine 2-12.
6. Contact all Scientologists who are being run on goals or who have been cleared and get them run on Routine 2-12.

The amounts to be charged for auditing and retreading are entirely up to the Association/Organization Secretary, with only the injunction that the organization remain solvent or become so.

Do not underplay the fact that Routine 2-12 is actually a vital clearing step. And do not hold it back because it is a precise skill.

THE HCO SEC AND THE ASSOCIATION SEC SHOULD REPORT TO ME
REGULARLY ON ALL SUCCESSES AND FORWARD PROGRESS WITH
OBJECTIVE ONE.

OBJECTIVE TWO

Objective Two consists of forming District Offices wherever there are centres or field offices. This objective is in a pilot stage but is progressing. It does not conflict with Objective One.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS, OFFICE
Saint Hill Manor, East Grinstead~ Sussex

HCO POLICY LETTER OF 13 FEBRUARY 1963
Issue II

Academies
Sthil Students

ACADEMY TAUGHT PROCESSES

The following processes must be taught in all Academies:

- I . The CCHs.
2. Assists.
3. ARC Straightwire.
4. General O/W.
5. Pulling Missed Withholds.
6. Assist type Prepchecking using Suppress and Invalidate buttons only using a time period.
7. General Repetitive Prepchecking against a specific time period, big Mid Ruds and 18 button prepchecks.
8. Specific Repetitive Prepchecking against a subject, (auditing, listing, Item or Goal).
9. A Problems Intensive.
10. Routine 2-12A.
11. Routine 3-M.

It is recommended that all these are not taught in one course.

An HPA/HCA certificate should include up to 9 above (Problems Intensive).

A higher level course should take in Routines 2 and 3 (BScn or Hubbard Clearing Scientologist).

The higher course need not be a completely separate course but run along with the usual Academy Course on different check sheets.

A Saint Hill Graduate must be in close supervision of a course teaching Routines 2-12A and 3. 2-10 and 2-12 are now included as 2-12A.

HPA/HCA's of earlier years, certificate in hand, may be entered as trying for BScn or HCS (US) even though passing the Prepcheck materials as well as Routines 2 and 3.

No Classification may be assigned by reason of course attendance and examination only. Time on Staff or Saint Hill training are required for a Valid Classification even though "Valid for 2-12" is stamped on a certificate.

With processes settling down we can get our house in order.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill, Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 MARCH AD 13

CenOCon Franchise

CLASSIFICATION OF AUDITORS

CLASS R & GOALS

(Modifies all HCO **Policy** Letters on Classes of Auditors)

Goals finding is declared herewith to be a Class 11 activity.

Using Class If goal finding skills as released, any Class 11 Auditor may employ them to find goals.

Running the goal found on Routine 3 processes is *not* authorized for Class If Auditors,

This authorization is based on the following technical discoveries:

1. It is highly beneficial to a case to have goals finding processes run on it, regardless of whether a goal is found or not;
2. The only danger in finding a wrong goal lies in running it;
3. The public at large can understand and respond to the finding of a basic purpose;
4. I have made a breakthrough in expediting the finding of goals.
5. The longest period in clearing is now Goal Finding.

Any goal found may be Prepchecked by a Class 11 Auditor using standard prepchecking.

No goal found may be run on Routine 3 processes by a Class If auditor.

Any goal found must be checked out by a Class IV Auditor.

A correct goal may be run on Routine 3 processes by a Class III Auditor under the supervision of a Class IV Auditor.

CLASS If AWARD

Class If may be awarded by reason of attendance and satisfactory completion of an Academy Course specifically designated for Class 11 or satisfactory work in an HGC.

CLASS III AWARD

A Class III may be awarded to auditors satisfactorily completing an advanced Academy Course *and* satisfactory work under staff contract in an HGC.

SAINT HILL AWARDS

Class III and IV awards are given to Saint Hill graduates who satisfactorily complete their training for these classes.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 31 MAY 1963

CenOCon
Franchise
Field
BPI
Magazine

TRAINING OF CLEARS
(Cancels HCO Policy Letter of Sept 27, 1962,
Clears Must Be Trained.)

HCO Policy Letter of September 27, 1962 Clears Must Be Trained, is hereby cancelled.

However, it should be borne in mind that education in Scientology is highly desirable for all who obtain Scientology processing. Continual efforts should be made to get all such to read Scientology books, to take PE courses, Extension courses and HPA courses, even if they do not intend to become professional auditors.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 JUNE AD] 3

Central Orgs Academies

**SCIENTOLOGY TRAINING
TECHNICAL STUDIES**

All Academy Students will be expected as an early activity in training to acquire a knowledge of the Time Track and engram running..

Modernized material on this subject is now being released.

A Revised Curriculum for Academies places in the hands of the HCA/HPA the fundamental skills of auditing as follows:

1. The CCHs
2. Self Analysis version of ARC Processes (for training auditing practice)
3. The Time Track
4. ARC Straight Wire Modern Version
5. Withholds
6. Dating by meter
7. Locating and Indicating By-Passed Charge
8. Engram running by Chains

9. Routine 3N
10. Programming Cases

In addition it is expected that the common academic subjects be retained such as Model Session, Scales, Axioms, the E-Meter, etc.

However, it is clearly visible that no auditor would be worthy of the name if he or she did not have the above listed skills at his or her command. All other types of processing may be dropped.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 JULY 1963

CenOCon

HPA/HCA CERTIFICATE CHECK SHEET

The attached check-sheet is to be put into effect for all new HPA/HCA students and for all those students presently attending Academies.

I do not want to have any more certification delays.

An HPA/HCA student should not be regarded as graduated and should not be released from the Academy until his check sheet as attached is fully completed.

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HPAIHCA CERTIFICATE CHECK SHEET

ROUTE IN ORDER:

1. *DIRECTOR OF TRAINING* ORIGINATES ON DAY STUDENT ENTERS CLASS WORK.

PRINT NAME AS STUDENT WANTS IT ON CERTIFICATE

Signature of Director of Training (date)--

2. *HCO BOARD OF REVIEW CERTIFICATIONS*

A. Certificate sent to be made up-(date). Number

B. Recorded in log book and sent to WW for LRH to sign. --(date) C. Received back and filed in Val Doc_-----'-(date).

Signature

3. *ACCOUNTS*

Is course paid for or other satisfactory arrangement made for payment?

Yes ___ No_ signature Accts_ -(date)-

4. *MEMBERSHIPS*

Does student have International Membership in force? Yes-----No

Expiration Date- signature Memberships-- (date)

5. *DIRECTOR OF TRAINING*

Student has completed class work (date)-

Signature Director of Training

6. *DIRECTOR OF PROCESSING*

Oral Exam given--(date), Written Exam given (date)

Signature Director of Processing-

(Attach Oral Exam Check Sheet, Auditor Reports and student's Answer Sheets)

7. *HCO BOARD OF REVIEW*

A. Oral and Written Exams reviewed and graded (date)

Flunked Oral--(date) Flunked Written____(date)

Passed Oral (date) Passed Written-(date)

If either or both flunked, Check Sheet is returned to Director of Training and exam papers sent to Academy Admin to file in Student's Folder.

If both exams passed, student may then make certificate application, and exam papers are sent to Academy Admin to file in Student's Folder.

B. Certificate Application: completed- Not completed-- (date)-

If Certificate Application is not completed, Check Sheet is returned to Director of Training and Certificate Application form sent to Academy Admin to file in Student's Folder.

If Certificate Application form completed, it is attached to Check Sheet and:-

8. *HCO BOARD OF REVIEW CERTIFICATIONS*

A. Memberships rechecked if past expiration date in 4 above. If no present membership graduate is told to get one immediately.

B. Certificate dated (), sealed and issued to graduate--(date)

C. Recorded in log book- Address/CF informed- HCO WW informed-

Signature of HCO Bd Review/Certifications

9. *ACADEMY ADMINISTRATOR* files Check Sheet and Certificate Application form in Student's Folder and transfers folder to Auditor's file.

10. If graduate not going on staff, *HCO FRANCHISE SECRETARY WW* notified of name and address of graduate for inclusion of HCO WW Field mailings. Alternatively graduate applies for HCO Franchise immediately on graduation, if situated *outside* a promulgated Central Ora, Control Area. If situated within a Central Org Control Area, graduate placed on Interim DO arrangements.

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 30 JULY 1963

CenOCon
Franchise
Students Sthil
Not for M.A.

CURRENT PLANNING (Staff Meeting Material)

It may help you to know the immediate future planning in Scientology.

Research-wise O.T. is wrapped up. It's just a matter of getting the data out, getting it applied. The Track is complicated. The length of time in processing is long. But this is offset by the fact that IF YOU GET CONSISTENT TA ACTION THE CASE WILL EVENTUALLY MAKE O.T.

ORGANIZATION OF SUBJECT

I am dividing Scientology data into five levels and I think you will see the usefulness of this.

FIRST LEVEL: SCIENTOLOGY ONE

Useable data about living and life, applicable without training, presented in Continental Magazines and booklets. This is for anyone. It contains assists as its auditing level. You have much of this already around. It is a complete unit in itself. "Be Right With Scientology."

SECOND LEVEL: SCIENTOLOGY TWO

Academy HPA/HCA accomplishment level. Scientology for use in spiritual healing. This is a healing strata, using the wealth of past processes which produced results on various illnesses. I am shortly sending out questionnaires to get all Healing process results as a research project. The auditing level is Reach and Withdraw and Repetitive Processes. The target is human illness. We have never entered this field but as we are not thanked for staying out of it, we might as well dominate it. It is a good procurement area.

THIRD LEVEL: SCIENTOLOGY THREE

Clearing and O.T. preparatory levels including advanced auditing above HPA/HCA Level. The work on this was more or less suspended when it became obvious that O.T. had to be attained. Includes key out, clearing and other sub O.T. states. However, much technology exists on it. This is the level of the better human being.

FOURTH LEVEL: SCIENTOLOGY FOUR

Processes to O.T., Saint Hill Special Briefing Course 1963 type technology and targets.

FIFTH LEVEL: SCIENTOLOGY FIVE

Scientology applied at a high echelon to social, political and scientific problems. This requires the earlier levels and a high state of training on theoretical and wide application levels.

Data for levels one to four is mostly already researched, most of it is in your hands and many publications already exist. Level Three needs a lot of codifying but is not difficult to assemble. You'll see a lot of Level One now from me for magazines and a lot of new booklets using older materials. Level Four is more or less complete, more so now than three.

This brings a lot of order to our technical and gets us past the "past lives"

scramble and other points which slow dissemination by relegating these to upper levels. Lord knows we, have enough fascinating data at Level One without feeding the public Level Four.

ORGANIZATIONAL STRUCTURE

We are neatening up the corporate structures of Scientology, using each org as a company whose majority shares are owned by a central company. This makes the structure easier to handle and better off for tax purposes. The instructions on this will soon be released. Shares and Life Memberships will all be properly adjusted.

ORGANIZATIONAL ATTITUDE

Finding exactly who we're up against on Earth (the A.M.A.) helped. But finding exactly what each one of us faces and how in the Between Lives Area bids for a change of mood.

We're not now in this for play. Our personal futures depend on keeping going and making no major flubs. it isn't a question of is there something else. There isn't. Nobody can be half in and half out of Scientology. Scientologists are Scientologists no matter what they do for a living.

If we're going to make this we have to work at it personally, administratively and as a group and work well.

The prize is regaining self and going free. The penalty for our failure is condemnation to an eternity of pain and amnesia for ourselves and for our friends and for this planet.

If we fail we've had it. It's not just a matter of getting killed. It's a matter of getting killed and killed and killed life after life forever more. Even if you have no great reality on this now you will soon enough. But probably you already understand it.

Those guys up there mean business. We've got to match or better their energy level and dedication or we lose.

We've been given this priceless chance.

We must make good.

The hour lost on natter, the slow down time because of some petty ARC Break have to be salvaged.

We haven't any time for doubts and maunderings.

We're the elite of Planet Earth, but that's only saying we're the not quite gone in the graveyard of the long gone.

Somehow, despite our condition and the degraded environment we're in, we've got to keep the dedication and the guts to carry through no matter what comes. And carry through.

And that's our future.

L. RON HUBBARD

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(See also HCO Policy Letter 21 August 1963, *Change of Organization Targets*, Volume 2, Page 95.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 APRIL 1965

Remimeo

TECH

LEVEL 0 COMM COURSE

All Level 0 courses wherever taught must begin with the Dublin type PE Comm Course.

It will be called the Zero Comm Course.

This consists of the same TRs as the real Comm Course but run without the coaching flunking.

The TRs were released in London after 1956.

Naturally this may not be put in on students already in the 0 course at the time this is received but may be begun on the next students to enrol on that course the first Monday after this is received.

Itsa, with its premature acknowledgements has not been successful in making good auditors. What is needed is auditors who will run processes without dawdling or changing the commands or changing the process because the pc had a somatic. Auditing worked better when we didn't train pes to itsa for hours on one command. We used to do much better on repetitive commands. It was how many commands were answered per unit of auditing time that made cases gain.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 MAY 1965
Issue III

Remirneo
Students

TECH DIVISION

ACADEMY

COURSES

GENERAL REMARKS

ZERO COURSES

HUBBARD RECOGNIZED SCIENTOLOGIST

On all new check sheets of Zero Courses, include the following on both the (Theory) Certificate Course and the (Practical) Classification Course:

- 1 . E-Meter Tone Arm.
2. Analysis of Case Condition by Tone Arm.
3. HCO Policy Letter of Apr 2, 1965 and (on Classification Course) drills for same.

TRS WITH METER

All Academy TRs will now be done with an E-Meter before the student and his coach holding the cans, whether the Meter is being used or not.

AUDITOR'S REPORT

All Academy TRs and auditing for supervisor inspection must have an Auditor's Report form close to the student's hand, whether kept or not.

Materials on how to keep an Auditor's Report must be included on both Zero Courses (Certificate and Classification).

If a report is actually written during the drill or session the student must be made to put it carefully in a folder and file it.

This is all part of his training.

FIRM POLICY

A student must be trained only with the tools of his trade to hand.

Therefore in an Academy the Supervisor must *not* omit what an auditor actually uses in sessions *whether it is covered in the levels training or not.*

This therefore includes a card table, a ball point, as well as a Meter and a preelear" and an Auditor's Report.

Do NOT let a student be trained with the tools absent. In upper levels the unfamiliarity of the tools causes them to stumble.

Academies may not supply Meters or give away Auditor's Report pads, work sheets or ball points. If no Meter is available use a similarly coloured and shaped box with a dial painted on it and cards and cans attached and urge the student to get a Meter. The Academy furnishes card tables and chairs. An Academy must not use solid desks or solid tables in training as they are too hard to move about and too expensive.

ZERO VOCABULARY

The 13 word Vocabulary belongs in the Beginning Scientology Course.

A Zero student is expected to learn all common Scientology words in *current use* up to the number of 200.

ZERO CERTIFICATE COURSE

A student is supposed to study evenings and week-ends during the day-Zero Certificate Course-and any day-Certificate Course. The evening student is supposed to study on week-ends during the Evening Certificate Course and evenings on the Week-End Certificate Course. Those not so studying must be reported to Ethics. Supervisors must assign what is to be studied off course.

This is true of all Certificate Courses.

Classification Course students must frequent the Free Scientology Centre when not in class in those periods assigned to study in the Certificate Course. If not in action at the Free Scientology Centre, the student is expected to be gathering his Auditor's Reports elsewhere for presentation to the Examiner as Examination is to occur at the exact end of the Classification Course completed check sheet, no matter when that occurs.

EXAMINATIONS

Zero Certificate Exams and all other Certificate Exams consist of verifying that the data was actually studied.

ZERO CLASSIFICATION

Exams are by written Exam and by inspection of the submitted auditing reports.

Where there is not yet a Department of Review, the student who fails is returned to Course. It will be found however that this is a very catastrophic procedure and a Review Cramming Section should be instituted as soon as possible. When it is there, an Examiner never returns the student to Course but sends to Review.

TWIN CHECKING

Twin Checking proceeds with the slight change that the twins are not co-auditors, but may assist each other by auditing if they wish but not with regular sessions on Course time.

Twins are for Theory Checking on the Certification Course and for Practical Drills on the Classification Course.

Until all check sheets and materials are to hand the D of T must cope. Additions to a check sheet may be written in on old check sheets but not while the student is on it, and only for the next student to be given it.

ZERO COURSE

The basic point of Zero today is *Find the Auditor*. "Look at me who am IT" "Who would I have to be to audit you?" is the type of process that best defines the Level- Recognition.

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L. RON HUBBARD

(Note: The 13 word Vocabulary referred to above can be found in Volume 2, Pages 95 & 96.1

HUBBARD COMMUNICATIONS OFFICE
LONDON

HCO BULLETIN OF 21 JANUARY 1958

ACCs

HPA/HCA

An ACC is a special activity. It may modify HCA/HPA but not necessarily. What is good in an ACC is generally taught in HPA/HCA sometime. HPA/HCA is a tougher course by far and must prepare a student for all eventualities. Thus HCA/HPA must cover all types of processing and theory. Clearing a student is riot the province of HCAjHPA. Teaching how to clear is the emphasis. If they get clear it's incidental. They're all auditors in HCA/HPA.

LRH

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HCO POLICY LETTER OF 27 NOVEMBER 195 8

ACC RECORDS

HCO now owns ACC records.

ACC files worldwide all go to London when fairly complete locally.

HCO Board of Review completes ACC files, does all correspondence, etc.

LRH:mp.rd

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HCO POLICY LETTER OF 2 JANUARY 1959
(Issued at Washington)

(HCO PERSONNEL ONLY)

**INSTRUCTORS OR HCO STAFF
PROCESSING PAST ACC STUDENTS**

Instructors or HCO staff processing as preclears students who have appeared on an ACC course during the past two years, or forthcoming two years, for money are required to refund HCO 75% of all monies so received.

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 FEBRUARY 1960

CenOCon
HCO Board of Review
ACC Personnel

ACC FILES

Immediately an ACC is completed, ACC files become the responsibility of the HCO Board of Review at the place where the ACC was conducted. The procedure for dealing with ACC files is as follows:-

Immediately at the end of the course, ACC Administrator turns over ACC Log and student's profiles to the local HCO Communicator, who forwards them immediately to ACC Conductor. When ACC Conductor has seen them they are filed permanently at HCO WW, Saint Hill. All other files and records are handed to the local HCO Board of Review.

A definite date by which DScn/HGS requirements must be met in order to qualify for the degree from that particular ACC should be set by the ACC Conductor Chief Instructor and HCO Board of Review. It is the responsibility of the Chief Instructor to see that a date is set and approved by the ACC Conductor, and that the HCO Board of Review is informed.

The local HCO Board of Review holds all ACC student folders and other ACC papers necessary to his job, doing whatever communicating, testing, correspondence, etc, that is necessary to the issuance of degrees and qualifications from that ACC until the final date set is reached. At this point, he completes his records and forwards all the files, materials and records from that ACC to HCO WW at Saint Hill. He may still receive some communications and correspondence from time to time. If so, he handles it if possible, or refers the matter to HCO WWI.

Peter Hemery HCO Secretary WW for L, RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 FEBRUARY 1960

CenOCon

ACC HATS

The following hat write ups have been approved by LRH:

ACC Supervisor

PURPOSE: To ensure for HCO that the administration of an Advanced Clinical Course runs smoothly from beginning to end. That proper quarters are secured in accordance with HCO Policy. That all required supplies and materials are acquired and on hand as scheduled.

ACCs are L. Ron Hubbard's special courses, personally taught by him, scheduled by him and are sponsored for him by an HCO Office.

An HCO ACC Supervisor's primary duty is to see that adequate quarters are secured and that all needed materials and supplies are obtained.

HCO Sponsors an ACC, and Central Organization staff assist in carrying out the requirements for an ACC-i.e., the Organization Secretary is furnished a copy of the Master List of requirements for an ACC; he normally secures a proper building, has it thoroughly checked over per requirements, sees that Material Department acquires and places proper supplies and materials in the ACC building, and that everything is on hand before an ACC begins. (A copy of the Master List is furnished Material also.) ,

ACC Supervisor maintains a checklist to ensure that everything required gets done. Sample Checklist:

1. ACC building obtained
2. Mailings sent announcing ACC
3. Announced in Org Magazine
4. All ACC posts filled -
5. ACC hat folders given ACC personnel by HCO See
6. All ACC personnel checked out on their hats by HCO See
7. All items on Master List completed
8. All mimeoing completed by HCO & delivered
9. (Other as needed.)

ACC Supervisor keeps LRH posted on status of affairs-e.g., readiness of building, number of ACC applications on hand, number expected, number paid, etc, and any other data as he may request.

(Note: "Master List of Materials Required for an ACC" will be found in an ACC Supervisor's hat folder.)

ACC Chief Instructor's Hat

PURPOSE: To turn out auditors who are responsible for clearing their pes and who know and can use the best methods of doing so. To make an ACC the greatest real education on this planet.

ORDERS: Directly under ACC Conductor. It is an HCO post.

POST: During ACCs, ACC Classroom, secondarily, ACC Instructor's office. Between ACCs at home address or as otherwise arranged with HCO WW.

DUTIES AND RESPONSIBILITIES:

1. Trains students.
2. Sees that data communicated to students is real, clear, and is understood and can be supplied by them as their own.
3. Sees to it that results of course are such that ACCs have a growing and continuing

reputation of excellence among Srientologists and public.

4. Sees that stable data and instructions of ACC Conductor are carried out and observed.
5. Keeps ACC Conductor informed.
6. Sees that ACC Administrator functions.
7. Determines conduct and teaching procedure of ACC Instructors. Arranges for lectures by Instructors.
8. Stays in 2-way comm with ACC Instructors, personnel, students and course Conductor.
9. Arranges course scheduling in consultation with ACC Conductor. Builds schedule around ACC Conductor's lectures.
10. Sees that course comm-lines with HCO WW and local HCO/HASI are kept free and open. Establishes lines as necessary.
11. May be required to take charge of pilot, experimental, or model courses other than ACCs as specified by LRH at HCS/BScii or HCA/HPA or other levels.
12. Is answerable for anything that happens or doesn't happen on course.
13. Is answerable for the quality of auditing demonstrated by former students after their departure from course.

ACC Instructor Hat

PURPOSE: To train the best auditors on earth.

Works directly under ACC Chief Instructor, who is under ACC Conductor.

POST: ACC Classroom; secondarily, ACC Instructor's office.

DUTIES:

1. Makes auditors.
2. Owns and puts into effect instructions from ACC Chief and ACC Conductor.
3. Runs tight 8C with understandable ARC on students; includes keeping their hats straight.
4. Keeps alert for ways and means of improving training.
5. Is fully responsible for students' degree of auditing skill, or lack of it, for their behavior as students, and for their beingness as preclears.
6. Is responsible not only for putting out clear, correct data and instructions, but for getting it owned, understood and used by students.
7. Teaches pilot courses at HCA/HPA or HCS/BScn level as required by HCO.
8. Keeps Chief Instructor informed about any unusual procedures or instructions. If very non-routine, checks with Chief before employing them.
9. Maintains 2-way comm with ACC Conductor, Chief Instructor, other instructors, Administrator, Clerk and students.

ACC Clerk Hat

PURPOSE: To create an orderly ACC by performing efficiently the routine work of ACC Administration.

The ACC Clerk works directly under the ACC administrator, who is under the ACC Chief Instructor, who is under the ACC Conductor. It is an HCO post.

POST: The ACC Instructor's office for paper work, filing, etc, the ACC Classroom for picking up auditors' reports and infraction sheets, distributing students' mail, delivering messages to instructors, etc; the door to the ACC lecture room during LRH lectures, to handle any bodies coming or going. (He/She is entitled to hear LRH's lectures.)

Note: The ACC Clerk will be instructed in any unfamiliar duties by the ACC Administrator.

REGULAR DUTIES-

1. Answering phone and taking messages.
2. Handling visitors.

3. Handling course paper work-includes collecting, checking, filing auditors' reports, Infraction sheets, homework, etc. Routine issuance of infraction theses.
4. Keeping ACC supplies in order, and notifying ACC Administrator when anything needful to course is running out.
5. Course typing and stencil cutting.
6. Pick up and delivery of mail and messages between local HCO/HASI and the ACC.

7. Assists at Registration of students.
8. Prepares ACC roll book.
9. Administers and scores APAJOCA's and IQ to late-entering students. (The course before-and-after tests are normally scored by the students.)
10. Grading any written tests that may be given during the course.
11. Seeing that coffee or tea is ready for instructors at certain breaks.
12. Referring students to Instructors if they ask questions about Scientology data; referring them to their auditor, if they start asking about their cases.

The ACC Clerk is required throughout the final Saturday of the course.

ACC Schedules

PURPOSE: To set a time for Congresses & ACCs.

POST: Wherever found, or c/o HCO WW.

DUTIES:

1. To establish starting and ending dates for Congresses and ACCs and to obtain agreement on these between LRH and all other interested parties.
2. To make sure these dates are known to all concerned.

ACC Administrator Hat

PURPOSE: To ensure a smooth-running ACC as regards material.

Works under ACC Chief Instructor and ACC Conductor. Supervises ACC Clerk.

POST: ACC Instructor's Office.

DUTIES

1. To furnish ACC Supervisor, wherever an ACC is given, with a list of material needed for ACC and to make certain that these are on hand in the quantities needed and at the time required.
2. To keep the ACC Master List (of such materials) up to date and adapted to the current course.
3. To predict what will be needed, where and when, for an ACC, and make sure it arrives.
4. Stays in comm with ACC Chief Instructor and ACC Conductor so that material requirements are known and fulfilled on schedule.
5. Keeps ACC Log.
6. Instructs ACC Clerk and makes certain his/her work is being done in an orderly way. (See ACC Clerk's Hat for duties.)
7. Is responsible for all ACC Material during course, and for turning over ACC Files to local HCO Board of Review (for eventual shipment to St Hilt), at course conclusion.
8. Carries on person to ACCs:
 - (a) Logs of prior ACCs.
 - (b) Copies of standard ACC issue mimeoed (roneoed) material.
 - (c) Standard issue booklets.
 - (d) Copy of ACC Master List and spare copies of ACC personnel hats.
9. Keeps memoranda and exchanges dispatches concerning ACC as required by Chief Instructor.
10. Obtains ACC material direct from local HCO or HASI Material Administrator, with whatever amount of 8C and ARC is effective. The correct line is through ACC Supervisor to HASI Material Administrator with direct liaison between ACC Administrator and HASI Material Administrator. Should this line break down, *be effective*.
11. At end of course, hands ACC log and student profiles to HCO Communicator to send to LRH (and then direct to ACC file to HCO WW). Hands all other ACC files to local HCO Board of Review.

Peter Hemery

HCO Secretary WW

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HCO POLICY LETTER OF 23 MARCH 1960
(Reissued from Sthil)

CenOCon

HATADDITION

ACC SUPERVISOR HAT

The following hat addition to the ACC Supervisor hat is approved:

The ACC Supervisor is responsible for seeing that two "stand-by" students are provided for the ACC, in case an odd number of students appears for the course, or in case the number of students becomes odd at some point.

The most likely prospects for "stand-by" students are those who are qualified for the course and waiting to take it, but are unable to pay for it. They attend all the lectures and hold themselves in readiness to fill in at a moment's notice. Unless they eventually pay for the course, they do not get the complete course.

The Association Secretary (Org See) is usually the person best qualified to know what people are available and suitable to act as "stand-by" students.

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Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 MAY 1960

CenOCon

ACCEPTANCE FOR ACC AND ACADEMY COURSES

It is now Policy that no students be accepted for an ACC or any other training course conducted by a Scientology Organization who have a chronic bodily condition for which they are under medical care and/or taking drugs.

These students should be encouraged to take an Intensive at HGC until their condition is resolved and they are off drugs.

The reason for this ruling is that, for example, on a recent ACC, the only two blow-offs have been (1) a student who was on 30 grains a night of Sodium Bromide, Chloral Hydrate and gentian and who sometimes took as much as 90 grains and (2) another student under drugs from her physician for a dropsical condition. This student was given only five months to live, five years ago, and was taking the ACC on her own risk.

Cases such as the above need intensive auditing before attempting a course such as an ACC. A smoother gradient is indicated, and this could be done by getting the condition resolved through auditing first, before allowing the student on to the course.

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Rosamond Harper
HCO Technical Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OF
Saint Hill Manor, East Grinstead, Su

HCO POLICY LETTER OF 21 DECEMB

Franchise Hldrs

Central Orgs

ACC Instructors

Australia: Mail to all Australian Auditors

London: Mail to all UK Auditors

CURRICULUM FOR ACCS

January 1961

Dick and Jan Halpern are giving the majority of the US ACC starting after the Congress in January, 1961. I am giving the 1st week of this course.

Mary Sue Hubbard and Peter Williams will assist me on the 2nd South African ACC starting on January 23, 1961 in Johannesburg, after a Congress on 21st and 22nd January. Peter (Association Secretary, Australia) is flying in from Melbourne for this purpose and to study the Johannesburg test lines. On his return to Australia Peter will teach an Australian ACC based on the Johannesburg ACC.

These ACCs will specialise in the following processes and data and all students will run on them.

Presessions I to 37. All variations. Formulas 15, 13, 14 and 16. Regimen 3 using all the data contained in presessions 2 to 36.

S-C-S and Connectedness will be used on all persons who had a hard run on the Formulas after these are flat and before sessions are run on Regimen 3.

Assessment will be taught heavily to locate proper terminals for help before Regimen 3 is scheduled.

Model Session and precise auditing will be stressed,

I can guarantee that all cases will be stably started, some for the first time, due to our experience on the 1st Saint Hill and my research, and the application of Mary Sue as D of P, and the staff auditors of Johannesburg who for the first time in South Africa are moving all cases in the HGC.

Tapes will be made of all my lectures. The South African tapes will be professionally recorded. The US tapes will be done on an Ampex. All copying will be done in Washington on Ampex pro machines.

We have had a great technical win, first on the 1st Saint Hill and now on field and off-the-street pes in South Africa (the roughest cases in the world according to our data).

Most of this data has been released. The technology of its use has not been entirely released and there is much to know aside from the bare data.

There will be an early summer ACC in England taught at Saint Hill by Dick, Jan and myself.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 SEPTEMBER 1961

All HGCs All Academies

CURRICULUM FOR CLEARING COURSES

(Note: LA and Melbourne are to begin Special Clearing Courses at the end of this month. This gives data to be stressed.)

(This data may be used in HGCs.)

In the last DC and Melbourne courses, goals assessments were reported to be taking so long that very few goals were found in Melbourne and none in the DC course.

This condition also existed elsewhere and on my *very* careful research, in all cases where goals assessment exceeded 150 goals, the actual goal was to be found in the first 150 goals given by the pc. *Out rudiments* had buried it. As soon as rudiments were put in, the goal reappeared, the terminal was found and all went off routinely.

On all long, arduous runs on the goals terminal rudiments were out, a chronic PTP or heavy withhold had stopped clearing.

Plainly, auditors are in a games condition on goals and prevent the pc from having one or attaining one. This and unreality on track is the probable source of all long or bad auditing.

The general remedy for this is to flatten Routine IA on all auditors, flatten the games condition process where the auditor won't let the pc win and get every auditor to have a reality on own track.

Several cases have been found stalled on "treatment", the pc being wildly allergic to any and all "treatment" and thus taking forever to run.

All bad auditing is done by auditors who have no reality on the track, and the then-ness of pictures. These are seeking to escape and thus pull the pc into escaping, whereas clearing lies in confronting. Auditors whose pictures flick in and out and who never linger are "out of valence" on the track or are otherwise seeking to escape. The remedy is to make such, as pes, run pictures with *unknown* when found, not escape from them. Several lectures cover this.

Q and A with the pc is entirely taking what the pc suggests or taking orders from the pc. One order taken from the pc by the auditor and bang, ARC breaks. This is the source of ARC breaks.

All this and more is covered in the Saint Hill lectures of the last half of August and early September.

The exact lectures are being listed and examinations prepared for them. This list and the examinations will be sent for these two courses.

It is suggested that the students get at least two of these lectures per day.

To make your students into auditors, skip the TRs in these advanced courses, relegating TRs to the Academy and Saint Hill. Instead, start the course cases as follows:

Find if the pc has ever been "in himself" or herself in a picture. Unbury and run that picture with *Unknown* with this command:

"What was unknown about that incident?" Keep the *pc* in the incident.

If the pc has never had a picture 3D in his own valence, run either or both of the following:

"What was unknown?" and another process,

"What unknown should you escape from?" "What unknown should you attack?"

"What unknown should another escape from?" "What unknown should another attackT"

These last two processes also handle problems, treatment and the other factors mentioned above and class as I A processes.

Omit Routine 2 out of all instruction.

Rewrite your Pre-Hay Primary Scale to include all emotions from "serenity" to "hide". Include on the scale in the place of "No Motion", PROBLEMS. Include also UNKNOWN, FORGET, NOT KNOW. Add also DISLOCATE. Omit anything that is a brother to "No Motion". Include DENY.

Get assessment going only when IA is flat. IA can be considered flat when Escape-Attack on Unknown produces no TA motion after this or other IA processes have been run.

Get ordinary security checking going at once on HCO WW Sec Form 6. When students do this well, shift to the Not Know version of Security Checking on Form 3. Do the last two pages of Form 3 before the rest.

In all auditing done on course (or in HGCs) get daily cross-checks on rudiments. Let a student (or in HGCs another auditor) check (but not run) the rudiments on every pc and point out to the pc's auditor those that are OUT.

Let students see check each other evenings, independent of days auditing, but make sure they know how it is done. Don't let them assess evenings. Do all assessment in class auditing time.

Stamp ruthlessly on Q and A (auditor doing whatever the pc says).

Arrange two 21/2, hour auditing periods a day.

Instructors check out any goal and any terminal found before letting it be run.

A course completion depends on a student:

- 1 Doing a good Not Know version of Security Checking.
2. Finding the goal and terminal of a pc.
3. Doing a proper Pre-Hay Assessment.
4. Having Form 3 and a Form 6 Sec Check completed on self.
5. Passing a perfect exam on the book E-Meter Essentials plus Instant and Latent Read.
6. Getting a decent graph change on his pc or clearing.

Any student clearing his pc on either course will instantly be awarded a D.Sen. Clear status must be checked out by HCO.

Routine 1A consists of flattening problems (or unknowns) on the TA and completing a Not Know Sec Check, HCO WW Form 3.

Routine 3 consists of finding the goals and terminals of the pes and doing any available See Checks.

These two routines are the only routines to be used or taught on Special Courses

at this time.

The processes to be used to clear rudiments are as follows (supposing the difficulty has been finally stated by pc):

ROOM: TR 10 or pc's havingness process, run only until question about room produces no needle reaction.

AUDITOR: What would you be willing to be? What would you rather not be? (Run TA motion out.)

PT PROBLEM: (When pc has stated it and who) What is unknown about that problem with -? (Run until needle no longer reacts on terminal, check any other PTP and run it as necessary.)

WITHHOLDS: To whom wasn't that known? To whom shouldn't that be known? (Run until needle no longer reacts.)

ARC BREAK: What didn't an auditor do? When? What weren't you able to tell an auditor? When?

Alter Model Session Script to include the above.

Limit two-way comm to asking what, where, when questions.

SUMMARY

Spend no course time trying to make auditors. Criticise blunders. But give *no* long lectures of any kind to the class. Just tell them what to do individually, exactly as above, and see that it gets done on an *individual* basis.

In instructing, confront each student, one at a time. Don't worry about general confronts of the class, not even a seminar period.

Tell the student to do so and so as above with his pc. Show him or her how to do it. Skip all extra ordinary solutions. Just use the above. Get a maximum of solid auditing done.

Spread your teams as far apart as possible.

Dispense with cheek sheet examination except on Saint Hill tapes.

Make auditors by making them audit. If they goof, assume they have no reality on the track and get the student to confront his bank as above. Subjective reality alone can make an auditor. Routines I A and 3 alone can make clears.

All auditor goofs stem from unreality. Reality is found

- a. By auditing and
- b. By familiarity with own bank and track.

If an auditor on your course has already received HPA/HCA and any further training and still has no hang of it, you won't educate them to victory. They just don't have reality on the mind yet. See that they get it subjectively. And so teach them to make clears.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 DECEMBER 1961

Assoc Secs
HCO Cont Sees

CLEARING COURSES

I will not approve any clearing courses anywhere in the world until there are a majority of Class II auditors in Orgs and field.

Teach Class 11 special courses. Advertise. them as special as you want.

All clearing courses fail where no Class 11 auditors exist.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 SEPTEMBER 1969

Rernimeo
BPI
Auditor

OLD ACC STUDENTS

Any and all persons who have ever enrolled in an ACC (Advanced Clinical Course) providing only that a fee was paid in full, is entitled to the following:

1. Full training as an HDG in the DAC of his nearest org or an SH or an AO.
2. Student Auditing in Dianetics and org reviews to resolve any possible case difficulties.
3. Assistance in obtaining any medical treatment indicated as necessary by competent medical examination.
4. A retread to Class VI in a modern SH Course.

No fees, except for any medical treatment indicated, may be charged for any of the services above.

All orgs, AOs and SHes are ordered to deliver the above services.

The Public Executive Secretary is to cause his division to unearth all past ACC records for names and addresses and to have his divisions send copies of this Policy Letter to all such former ACC students.

Those ACC students who have recently paid for the new S tandard Dianetic Course may have the amount credited to AO levels or AO reviews on presentation of invoice to AOs.

It is the full intention of this Pol Ltr to ensure that old ACC students receive full benefit of modern technical developments. These students were once promised they would not have to pay for further training and this favour is offered to redeem that promise at least in part if not in full. I want them to be well and happy beings wherever they may not have fully achieved that goal.

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L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 NOVEMBER 1963

General
Release
BPI
MA

CERTIFICATE AND CLASSIFICATION CHANGES EVERYONE CLASSIFIED

(Subject to last paragraph this Policy Letter
changes all earlier Certificate Classification
HCO Policy Letters, as of February 15 , 1964 .)

Acceptance, requested change or objection to this plan should be airmailed to me at Saint Hill so that any necessary amendments can be issued before the effective date. If objections are minimal and acceptance general, this plan goes into full effect February 15 , 1964 , without further announcement and will remain the stable gauge of all training, processing, certifying and classification in the future. It is only possible to formulate this now that technology to OT is complete.

Signalizing the discovery and refinement of all levels of processing up to and including the highest targets set in Scientology research, the following classification schedule has been developed.

It is evident that 13 years of research developed many processes and styles of auditing and that these are all useful and necessary to the successful progress of cases.

To open the road to everyone, it is necessary to have a precisely mapped course of progress. Experience shows that preclears entering too high into processes without adequate processing and training background at lower levels will fail.

Technical data now makes it evident that a person not trained to run high level OT processes cannot receive successful case improvement on them and that it is dangerous to run an uneducated pe at high levels. This alone makes classification of preclears as well as auditors necessary. Even at lower levels it will be found that preclears, lacking training, do not advance well.

Further it is economical to co-audit to higher levels.

Therefore, without disturbing private or HGC processing commitments and yet placing these as well into these classifications for the protection of the preclear and auditor alike, the following rules are adopted and have the full force of policy. Effective February 15 , 1964 , auditors and preclears violating these policies will be subject to Committees of Evidence.

- I . NO PRECLEAR MAY BE AUDITED ABOVE HIS OR HER CLASS.
2. NO AUDITOR MAY USE PROCESSES ON ANYONE ABOVE HIS OR HER CLASS.
3. A PRECLEAR. MAY BE PROCESSED WITH THE PROCESSES OF HIS OR HER CLASS OR WITH THE PROCESSES OF ANY LESSER CLASS.
4. AN AUDITOR MAY USE THE PROCESSES OF HIS OR HER CLASS OR ANY LESSER CLASS, BUT MAY NOT USE ON ANY PARTICULAR PRECLEAR ANY PROCESS ABOVE THAT PRECLEAR'S CLASS REGARDLESS OF THE AUDITOR'S CLASSIFICATION.

Any HUBBARD CERTIFIED AUDITOR or HUBBARD PROFESSIONAL AUDITOR who holds the actual certificate may train any person to the level of HUB13ARD APPRENTICE SCIENTOLOGIST and may further train to Class I and by Application to the nearest Central Organization may have the person he has trained

certified or classified, for which application forms and certificates will be furnished by Central Organizations.

A full Classification Chart will be published from time to time giving the requirements and processes of every level and concise text books and answer sheets are in preparation for every class. But absence of texts shall not preclude training or classifying so long as the materials are communicated, at least until such time as texts are complete and available.

It readily will be seen that stress is being placed on co-audit at every class level. While no objection will be made to private pcs or HGC pcs, the above rules apply as to what the pc may be run on and a pe who fails to study for and attain his next classification levels will not be able to be processed at higher levels. Technical surveys demand these measures for the safety of preclears. Furthermore, training is far cheaper than processing in the long run.

It will be found that auditing skill varies even within a class. It is true that an auditor receives no better processing than he gives if only for the reason that no one wants to co-audit with him or her when the skill is low. Therefore there is an incentive to be a very good auditor if only to receive good processing at any class level.

These measures are dictated by a desire to have everyone make it and to leave a precisely marked roadway from the lowest to highest levels.

It will also be found that auditors disseminate and purely preclears seldom do.

A great many recent instances are to hand which not only demonstrate the impossibility of attaining the highest levels without training but also demonstrate the way cases are barred out at the lower levels through lack of training and orderly forward programming up through the levels. The only case barriers now are failures to have experienced certain processes at lower levels which reduced the confusion of the environment, hidden standards, etc. For instance you cannot pull missed withholds on a preclear who has no concept of communication much less the definition of missed withholds.

Unless we take this step and adopt classification for preclears as well as auditors, we will find ourselves continuously losing people off the road and halting our forward advance.

The general Classification Chart Issue One is as follows:

CWS	Process Types	Certificate
0	Listen Style	HAS
I	Listen Style, Assists R-1-C	HAS Classed
II	Principles of ARC, Dynamics Repetitive Processes, CCHs, Straight Wire, Tone 40 and Formal Auditing Axioms O1W	HCA
III	Prepchecking, Metered Processes, Assessing Old "R2" and "R2H"	HPA
IV	Service Facsimiles, ARC Break Assessments, Programming, Missed W/Hs	HCS
V	Implants, Engrams, Whole Track, Whole Track Case Analysis	HAA
VI	OT Processes Own GPMs Old R3 and R4 Processes	HSS
Vil	Old Route One and Other Drills	HGA

The certificate schedule HCO Policy Letter of August 12, 1963, is cancelled. The certificate Hubbard Book Auditor is withdrawn. The certificates Hubbard Apprentice Scientologist, Hubbard Clearing Scientologist and Hubbard Advanced Auditor are reinstated. HCA and HPA are both given international standing but now are different classes,

The rules of processing apply to **CLASS not to certificate**. A certificate may have almost any lower class stamped on it. It is the classification not the certificate that permits use of processes or being run on processes.

While under actual training for the next class a preclear may be run on those processes. But to be under training for the next class one must have been classified for the immediately preceding class. One cannot enter training for the next class, regardless of the certificate held, unless classed for the earlier class.

Each class has its theory, practical and auditing section. Each process has its Basic Auditing, Technique and Case analysis for that class.

It is envisioned that training courses be brief and precise and require exact levels of attainment as to theory, practical and auditing requirements. Every effort is being made to handily assemble this data for each class, although all of it already exists in various forms such as books, bulletins and tapes.

A more expansive Classification Chart is nearing completion.

Stress in any course is 50% on auditing, 50% on case gain. It is not expected that a person will be allowed into the next class until the processes of the previous class have been flattened on him or her.

Maximal attention will be paid in the enforcement of this policy to circumstances surrounding persons who have long been in Dianetics and Scientology. For these a special class is being created saluting their long presence in Dianetics and Scientology and permitting the use of processing as auditors and preclears up to a reasonable class level in keeping with their experience, successes and case advance, the only proviso being that actual case advance has been obtained and that their cases are not impeded by having failed to benefit from a certain lower level.

Classification changes and upgrades will not, however, be attempted above the Class IV of the above chart and any Class IV now awarded may be upgraded in special cases only to Class V. No classification for Class VI is now obtainable except by training and no actual GPMs may be run by any auditor until the full technology is released and re-classification is earned. This is due to the numerous upsets at this level (V1).

Classes V, VI and VII may only be awarded at Saint Bill. Classes 0 to IV inclusive may be awarded by Central Organizations. Classes 0 to 1 may be awarded by HCAs or above by application for, not of rights to award, but for certificate and class to HCOs of Central Organizations. The right to award HAS and Classes 0 and 1 are inherent in holding a valid HCA or HPA certificate.

Note: If any pre- 1960 auditor feels confused about his class, he or she need only honestly answer the question, "What processes do I do very successfully and get good results with and do I succeed on myself as a case?" and that will serve as a good gauge of what class that auditor should have in order to go forward on the charted course to OT with maximum gain and minimal upset.

L. RON HUBBARD

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[Amended by HCO P/L 11 December 1963, *Classification for Everyone*, page 364.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 DECEMBER 1963

HCO Secs Assoc Secs

URGENT

ORG PROGRAMMING

HCO Pol Ltr of 26th November 1963 and the tape of 3 December 1963 outline a new departure and if handled well prosperity for Central Orgs.

The remaining two tapes of this week, that of 4 December 1963 and 5 December 1963 are illuminative of technical.

The Association or Organization Secretary should play these three tapes and take up the Pol Ltr of 26 November 1963 with all staff, using more than one period, and discuss and examine these points. until certain they are understood.

Doing this should give the necessary promotional and technical data and programming necessary to carry organizations forward with higher impetus.

It is possible that course costs will be changed. Any suggestions for this will be appreciated.

Reports of the conduct and results of the staff meetings above should be reported to me directly.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 DECEMBER 1963

CenOCon
General Release

URGENT

CLASSIFICATION FOR EVERYONE
(Amends HCO Pol Ltr of Nov. 26, 1963)

HCO Policy Letter of November 26, 1963 should be corrected and amended before magazine or general release where this is possible.

HCA is restored to Level III in the table and HCA is ranked as the U.S. version of Commonwealth HPA. HCA/HPA is the Certificate at Level III.

At Level II HCA is replaced by "Hubbard Qualified Scientologist" initials HQS. Mark it so in table.

Change the rights to train to HAS and to give Class I to "All auditors including and above Hubbard Qualified Scientologist".

The Academy course envisioned for the HQS is the old one month Comm Course Upper Indoc HCA/HPA course. Both Comm Course and Upper Indoc are however taught in one week. At the end of this course the student will be given his or her certificate. At the end of this course however, the student is not given Class II. The student is now qualified to train to HAS and Class I and to use and be audited on Class II materials since he or she is in training for Class II. When the student feels ready, he or she may take their Classification examination for Class II. No additional training may be sold this student by an Academy until the student is Class II, and no additional Class II course may be given this student.

The cost of the original HQS course is envisioned as f 35. It may not be priced above this figure anywhere. The cost of an HAS course is envisioned as not more than f 5 where it is charged for and the Class I course for HAS Class I is envisioned as an additional course costing no more than f 10. Any auditor from HQS up may teach and charge for HAS courses and HAS Class I courses. There is no restriction on auditing fees charged by auditors or HGCs. Charges for co-audit unit attendance are at discretion.

In short it is envisioned that a person may receive his HAS from any auditor HQS or above, or from any Scientology Organization, and similarly may receive his HAS Class I. These HAS and HAS Class I courses are envisioned as evening or weekend courses. The only restriction is that failure to train well before awarding can result in a Committee of Evidence for the trainer.

Any HAS Class I may take his or her HQS course at any Academy, will be certified on completion and will be given Classification Examination for Class II at a future date without further formal training.

It is necessary to have been classed as Class II before being permitted to take an HCA/HPA course at Level III.

Academies will teach the HCA/HPA course with Level III materials. The course is envisioned as 2 months in length and its cost about f 7 8. Classification arrangement is similar to HCA/HPA.

It is not envisioned that people taking HAS or HQS or even HCA/HPA courses are making a career out of Scientology. They are expected to keep on working at their

jobs. This must be stressed. There is no effort to follow medical-psychiatric practitioner patterns and have offices, There is an effort to work evening and weekends running small organizations of co-audits. The effort is to make Scientologists, not have "patiente". This dictates the length of the HQS course as people can seldom get off work for more than a month.

This does not interfere, however, with someone working full time in Scientology.

Cost and length of courses rise somewhat as they increase in Class as the increased ability of the student, if well processed. on classification level processes, commonly brings him or her more income and leisure.

The intent of this programme is to (1) Open the road for everyone (2) Provide wider dissemination (3) Guarantee an increase of knowledge to keep pace with increase of ability (4) Provide the cheapest possible processing (5) Regulate processes by Class Level to guarantee a more real advance (6) Steer around rough spots found in the past in technical, administrative and personal areas.

There is no effort to decrease the income or present activity of any auditor or organization but only to widen the sphere of action.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 FEBRUARY 1964

Central Orgs
BPI

CLASSIFICATION

There has been a very wide response to my request for your opinions and suggestions on the HCO Policy Letter of November 26, 1963, Certificate and Classification Changes.

I am glad to say that the basic principle of classification of auditors and preclears has been almost universally accepted, and mostly with enthusiasm. The scheme will therefore go into operation as outlined.

Some objections have been made on the grounds that certain auditors, or certain preclears, might be prevented from progressing further in Scientology. Such individual problems can be ironed out. The purpose of the policy is to enable everyone to progress through the levels in an orderly fashion and to ensure that many more individuals have the opportunity to reach OT.

I hope that most of your immediate objections will be removed by HCO Policy Letter of February 5, 1964, Founding Scientist Certificate. This implements the "Old Timers Clause" which appeared in the original Policy Letter. By sending in your application you will have the right to processing (or auditing if you are qualified) up to Class IV.

Thank you for your help in the past. You can help in the future, too.

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HUBBARD COMMUNICATIONS OFFICE.
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 FEBRUARY 1964

Central Orgs Franchise Field

CLASSIFICATION

The final shape of Classification Policy, now that opinions are in, some of them belated, is as follows:

Auditors will be Classified from I to VI as in the original issue.

In response to numerous field requests, the original issue is changed as follows:

Preclears will be separately Classified, Levels I to VI. Classification will be on the basis of processes flattened. Each level will have certain basic processes to be accomplished. Preclear Classification will not be by certificate but by a specific log book issued to the preclear and signed by his auditor as each process is flattened and a level completed. Technology now permits this to be effective and it will prevent case failures.

The same log book will be issued to auditors and they too must attain their own preclear level to compare with certificate. Certificates and current classes to be valid until 1 July 1965.

Classification of auditors and preclears effective date is extended to 15 April 1965. The processing log books will be issued before that date.

The log book also applies to Co-Audits.

Founding Scientologists' Certificate issues are going forward, allowing up to Class IV for trained auditors and Class IV for preclears. The actual Certificate must be possessed by the individual to be in effect. Fact of having been a Scientologist or Dianeticist for years gives no dispensation unless the Founding Scientology Certificate is in hand.

HGCs and Saint Hill trained auditors may issue special dispensation to HGC preclears and their own personal preclears to temporarily raise their preclear class during certain phases of processing.

Effective 1 June 1968 field centres duly established with Saint Hill Graduates may train to levels as high as IV and are permitted effective 15 April 1964 to train to HAS Class 1 and HQS Class 11. On 1 June 1968 Central Orgs will be permitted to train to Classes V & VI, which until that date will only be taught at Saint Hill.

Otherwise the basic policy letter is unchanged. A summary issue will be prepared and released.

This policy has been formulated with the consultation and majority agreement of organizations and field auditors all over the world and is final.

The effective date is now 15 April 1965.

L. RON HUBBARD

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JNote: Policy on Founding Scientist Certificates is given
in Volume 2, pages 264-265.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 FEBRUARY 1964

All Orgs

URGENT

ORG PROGRAMMING

With the change to the Classification Policy there are various possible danger points to Org volume,

Before the public understands Classification they may feel the HGC has gone out of business or various other ideas may get afloat.

At once all comm lines must be utilized to emphasize that Classification means better case gains in the HGC as well as in the field. One gets processed out of a level by the HGC or field auditors as well as trained up from it. The HGC is there to get people's processing at the lower levels caught up in the quickest possible period of time. It can be done best at an HGC which can issue a processing clearance of lower levels and speed the person to higher classification levels.

The Continental Mag should be issued to stress this at once.

HQS as a course should be boomed.

HAS should be stressed for the newcomer.

Get bodies moving through the shop fast. Publicize the HGC well.

Technically in the HGC stress to auditors processes that take care of In-Sessionness. What isn't the pc able to do to be completely auditable? Permit questions to be asked by the auditor? Accept the environment? Etc. Assess by session parts and use processes to remedy these things. Stress basic type repetitive processes and grant a right to be run on them to HGC pcs, to handle Level I, and clean up all Level 11 pc requirements. Get these flat on the pc. And you'll have wins, wins, wins.

Inform the public of the new Case Supervisor and set him or her on duty.

I designed classification to get maximum case gains for the pc and prevent pcs being given loses. Stress that in HGC propaganda.

GPMs

Issue publicly pes do have their own goals and GPMs. The best way to get them run is to get graduated up through the levels.

The Invalidation of the idea that a pc had his own goals was a severe blow. Invalidation of a pc's own GPMs, calling them implants, produces an instant ARC Break and physical repercussions.

So correct this quick on Broad Public Interest (BPI), regardless of classification.

SOLVE IT WITH SCIENTOLOGY

If the Org slumps during this transition period, don't engage in "fund raising" or "selling postcards" or borrowing money.

Just make more income with Scientology.

It's a sign of very poor management to seek extraordinary solutions for finance outside Scientology. It has always failed.

For Orgs as for pes "Solve It With Scientology".

Every time I myself have sought to solve finance or personnel in other ways than Scientology I have lost out. So I can tell you from experience that Org solvency lies in More Scientology, not patented combs or fund raising Barbecues.

FUTURE

This Policy Letter though urgent should be no cause for alarm. Orgs are not going broke. They are however in a transition period to huge volume of action and it is costly to bridge.

These immediate steps will *prevent* any slump, if swiftly taken.

So take them.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 APRIL 1964

Central Orgs
Franchise

**SUMMARY OF POLICIES
ON CLASSIFICATION AND GRADATION, CERTIFICATION,
FRANCHISE AND MEMBERSHIPS, AND THE
AUDITORS DIVISION**

This Policy Letter is a general summary of all current policies regarding:

1. Classification and Gradation
2. Certification
3. Franchise and Memberships
4. The Auditors Division of Saint Hill

Certain parts of these policies have only just been formulated (such as Gradation) and will be more fully described in later issues. However, all the above affect each other, and this summary will show how they all dovetail into each other, providing a basis for an orderly, progressive framework for Scientology in its expansion all over the world.

All these policies have only one basic purpose in mind—to enable all to follow a clearly marked road to freedom and OT. Three distinct routes are provided, one of which should suit the capabilities of any individual. These three routes are described in greater detail below.

1. CLASSIFICATION AND GRADATION

The general outline of classification is now well enough known, and, with various modifications, has been generally accepted by all as a logical system of orderly progress in the knowledge and application of Scientology.

There are now *three* ways to progress along the road:

1. The Preclear
2. The Co-Auditor
3. The Auditor (i.e. the *Professional Auditor*).

Definitions:

1. *The Preclear* has achieved the gains, knows the why and parts of the processes and the underlying basics. No auditor performance or ability required.
2. *The Co-Auditor* is trained, can perform the process under supervision and has passed a *non-professional* examination on it.
3. *The Auditor* is professionally qualified in all respects in theory, practical and auditing at his particular level.

Scientology is categorized into various *Levels*, numbered at present from 0 to VII-Le. from the completely untutored public to OT (higher levels may be added later). Anybody who has progressed at all in Scientology can be said to have reached a certain level. The processes of Scientology fall into these levels also. And so on.

To distinguish and differentiate between the attainments and attributes of the

individuals who are following the three different ways, the following terminology is introduced:

The Preclear Route

Grade is the word now used to denote the level of attainment of a *Preclear* or *Co-Auditor*.

Class or classification is the word used to denote the level of attainment of a *Professional Auditor*. The words class and classification are reserved entirely for the Professional Auditor.

Hence the revised nomenclature-Classification-Gradation Programme.

Certificates may be awarded to Co-Auditors or Auditors-but classifications are awarded only to Auditors.

The Preclear's progress is recorded in a logbook, which is filled in by his auditor (or auditors) as he progresses through the various levels and attains higher grades. His training is limited to just enough basics and education to enable him to obtain the maximum benefit from the procedures and processes of each level. This training is not done formally or in an Academy but may be imparted to him by a qualified auditor. It is emphasized that no certificates or awards are given to the preclear.

The Co-Auditor Route

A Co-Auditor progresses in a pair with another auditor of similar level, or in a group which is supervised by a qualified Professional Auditor.

The level of attainment of a Co-Auditor is denoted by his *Certificate*. There is a certificate appropriate to each level, as below:

I	-	HAS
II	-	HQS
III	-	HCA (not HPA)
IV	-	HCS
V	-	HAA
VI	-	HSS
VII	-	HGA

Note that, for Co-Auditors, there is no HPA (Hubbard *Professional Auditor*) certificate, only an HCA (Hubbard Certified or Certificated Auditor).

A Co-Auditor is not permitted to charge fees for auditing. His certificate has no classification seal.

In order to obtain the certificates, Academy training is necessary (except for HAS and HQS) but it is limited to definite periods. Successful completion of the course results in a certificate without further examination.

- group co-audit may not be run by a Co-Auditor, only by a Classified Auditor.
- Co-Auditor may transfer to the Professional Auditor level, but must then obtain all the necessary classifications of each level in turn.

Professional Auditors may also co-audit-the group would then be called a Professional Co-Audit.

The Auditor Route

Professional Auditors qualify for the same certificates as the CO-Auditor (except at Level III the certificate is HPA, not HCA).

They qualify for classification by further training and examination at each level. Their level of attainment is denoted by the appropriate certificate, *and* by a classification seal which is affixed to the certificate. The classification seal is a gold seal stamped with a Roman numeral to denote the level.

Everybody has a preclear logbook and a preclear grade.

The preclear has a logbook and grade.

The Co-Auditor has a logbook and certificate.

The Auditor has a logbook, certificate and classification.

In token of appreciation of their support during the early days, any Dianeticist or Scientologist who was in the movement before 1964 will be awarded a Class IV honorary Classification or Grade IV upon sending an application to the Auditors

Division of Saint Hill, 'giving him or her the right to use all processes up to and including Level IV if they were trained before 1964, and the right to be audited on all processes up to and including Level IV if they were not trained.

A comprehensive booklet on the Classification-Gradation programme is being printed and will soon be available for wide distribution.

2. CERTIFICATION

It is intended that all certificates will be issued in effect by the Auditors Division of Saint Hill.

This is a new idea but one which was probably inevitable.

However, HCO Boards of Review *must continue their present system of issuing certificates until* otherwise instructed. Full details of the changeover will be issued shortly, together with a date on which it takes effect.

3. FRANCHISE AND MEMBERSHIPS

A new look at Memberships has resulted in a new look at Franchise also. No radical change is contemplated in the basic idea of Franchise-i.e. the Franchise Holders will still be the most active and important professional auditors working in the field. However, instead of contributing 10% of his gross income to HCO WW, the Franchise Holder will now take out a special category of membership. Two different memberships for Franchised Auditors will be available:

I. Professional Membership 2. Consulting Membership.

The Professional Member will pay an annual subscription of 15 guineas sterling (\$45.00), in return for which he receives a certificate, a weekly mailing of bulletins by surface mail, "The Auditor" magazine monthly, and advice and information personally from the Franchise Secretary at HCO WW.

The Consulting Member will pay an annual subscription of 45 guineas sterling (\$135.00), in return for which he receives a Consulting Member certificate, a weekly mailing of bulletins by air mail, "The Auditor" magazine monthly, and also participates in a two-way consultation service with Saint Hill. He will receive fast attention and advice from Saint Hill on his preclears and other activities, and Saint Hill will consult with him on how he achieves his results and success.

The whole Structure of membership is altered, the categories being as follows:

1. *Associate Member.* This is given, free of charge, to anyone, but if the recipient wishes he may pay 51- for a card and ScientologY pin. It is valid for life. Issued by all Scientology Orgs including the Auditors Division of Saint Hill.
2. *Participating Member.* This membership is available to anyone, on payment of 3 gns, (SIO) per annum. It is sold by the Central Org, and entitles the person to participate in its services, and receive the Continental magazine.
3. *International Member.* This is available from the Auditors Division of Saint Hill only. It costs 5 gns (\$15.00) per annum. It entitles the holder to the same privileges and discounts as now, including the PAB magazine monthly. He also receives "The Auditor". The holder of a certificate of Level III and above must also hold an International Membership in order to keep his certificate in force.
4. *Professional Member*-available to Franchise Holders only, as stated above. Available from the Auditors Division of Saint Hill only. 15 gns (\$45.00) per annum.
5. *Consulting Member.* The higher grade of Franchise Holder, as stated above. Available from the Auditors Division of Saint Hill only. 45 gns (\$135.00) per annum.

All existing memberships will carry on until they expire. Existing Life Memberships (or Shares in HASI Ltd) will be honoured, but no more of these are to be issued now or in the future.

A separate Policy Letter will be issued shortly summarizing memberships and Franchise in more detail, and giving a date on which the changeover will take place. *Until that date, the existing membership system will continue unchanged.*

4. THE AUDITORS DIVISION OF SAINT HILL

The Auditors Division of Saint Hill is being set up, as its name implies, to look after auditors and co-auditors and to give them certain services.

The purpose of the Auditors Division is: To make all the auditors in the world well-trained, properly accredited, successful and ethical.

The Auditors Division will do the following:

- I. See that auditors and co-auditors obtain good training and give good processing.
2. Issue "The Auditor", the Saint Hill Journal for Auditors.
3. Set up Central Files at Saint Hill to keep records and correspondence of auditors throughout the world.
4. Encourage the orderly progress of auditors through the training levels, including their final enrolment on the Saint Hill Special Briefing Course.
5. Encourage good training generally by advices and information to and from the Enrolment Divisions of Central Orgs.
6. Undertake the necessary administrative actions to ensure the efficient and speedy issuance of certificates and classifications of all levels throughout the world, and keep accurate records of all certificates and classifications.
7. Issue and administer all memberships of Saint Hill, and keep accurate records thereof.
8. Maintain excellent Franchise services, via the Franchise Secretary WW.

The Auditors Division of Saint Hill is interested primarily in Professional Auditors and Co-Auditors.

Well, there it is. The new look at Scientology 1964.

I hope you'll like it.

Written and Issued by: Peter Hemery
Org Supervisor WW
for
L. RON HUBBARD

Authorized by: L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 MAY 1964

Central Orgs

SUMMARY OF CLASSIFICATION AND GRADATION AND CERTIFICATION
(Amends earlier Policy Letters)

This Policy Letter is a summary of current policy on Classification and Gradation and Certification, incorporating changes as mentioned in HCO Policy Ltr of April 22, 1964.

The purpose of Classification and Gradation is to ensure that everyone is given the best possible chance to progress along a well-mapped road towards OT.

To achieve this, three well-defined routes have been established—the Preclear Route, the Co-Auditor Route, and the Professional Route.

The data and processes of Scientology have been categorized into seven Levels.

Corresponding to these Levels, Preclears have a Grade, Co-Auditors have an appropriate certificate, and Professional Auditors have a certificate *and* a Classification.

The rules of Classification and Gradation can therefore now be stated as follows:

- I. NO PRECLEAR. MAY BE AUDITED ABOVE HIS OR HER GRADE.
2. NO PROFESSIONAL AUDITOR OR CO-AUDITOR MAY USE PROCESSES ON ANYONE ABOVE HIS OR HER GRADE.
3. A PRECLEAR MAY BE PROCESSED WITH THE PROCESSES OF HIS OR HER GRADE OR WITH THE PROCESSES OF ANY LESSER GRADE.
4. A PROFESSIONAL AUDITOR OR CO-AUDITOR MAY USE THE PROCESSES OF HIS OR HER CERTIFICATE OR CLASS, BUT MAY NOT USE ON ANY PARTICULAR PRECLEAR ANY PROCESSES ABOVE THAT PRECLEAR'S GRADE REGARDLESS OF THE PROFESSIONAL AUDITORS OR CO-AUDITOR'S CERTIFICATE OR CLASS.

Without disturbing private or HGC processing commitments, and yet placing these as well into these Levels and Grades for the protection of the preclear and auditor alike, these rules are adopted and have the full force of policy. Effective April 15, 1965, auditors and preclears violating these policies will be subject to Committee of Evidence.

The word "Auditor" is used loosely to designate any person who is auditing a preclear, whether professionally or in a co-audit under expert supervision. However, it is understood that only a *Classified* Auditor is truly a *professional* auditor. Only a Classified Auditor is allowed to charge fees for professional auditing, either privately or in an HGC.

Consequent upon this, *Class I* and *Class II* are abolished, since HAS and HQS are not professional auditor certificates. Level I has only a HAS (Hubbard Apprentice Scientologist) certificate. There is no Class 1. Level II has only a HQS (Hubbard Qualified Scientologist) Certificate. There is no Class 11.

When a person holds a HAS and a HQS, he then takes the next course, which is now an HCA course, and confers a HCA (Hubbard Certified Auditor) certificate.

At this point, the person may then decide to become a Professional Auditor. He or she then takes further training and then undergoes an examination for Clos III. If successful, he exchanges his HCA certificate for a HPA (Hubbard Professional Auditor) certificate, sealed with a *Class* Iff seal.

On the other hand, the holder of a HCA (Level III) certificate may decide to proceed along the Co-Auditor Route. In this case, he would omit the classification training and examination, retain his HCA certificate, and train only for higher certificates, without Classification.

Thus, progress along the three routes is as follows:-

1. *The Preclear Route:* The Preclear progresses up the Levels, from Grade I to Grade VI or above. He has no formal training, only enough specified education from his auditor to enable him to receive and benefit from the processes of any particular level. This training is brief and free of charge. A continuous record of the pc's progress is kept in a Log Book. Every individual, including Co-Auditors and Classified Auditors, has one of these Log Books and has a Grade as a Preclear.

2. *The Co-Auditor Route:* Preclear progress as in 1. above. Auditor progress is by training for Certificates only, not Classification. There is a Certificate for every level, as follows:

- Level I - Hubbard Apprentice Scientologist (HAS)
- Level II - Hubbard Qualified Scientologist (HQS)
- Level III - Hubbard Certified Auditor (HCA)
- Level IV - Hubbard Clearing Scientologist (HCS)
- Level V - Hubbard Advanced Auditor (HAA)
- Level VI - Hubbard Senior Scientologist (HSS)
- Level VII - Hubbard Graduate Auditor (HGA)

3. *The Professional Route:* Preclear progress as in 1. above. Auditor progress is by training for Certificates, and also by training and examination for Classification, at Level III and above.

Professional Auditors have to proceed through all the Levels in turn, but at Level III and above they take further training followed by an examination. The Professional Auditor's progress therefore is as follows:

- Level I - HAS
- Level II - HQS
- Level III - HCA (then takes Classification)
 - BPA Class III
- Level IV - HCS then HCS Class IV
- Level V - HAA then HAA Class V
- Level VI - HSS then HSS Class VI
- Level VII - HGA then HGA Class VII

At each Level, he retains the Classification of the previous Level until he passes the next Classification examination.

All auditors including and above HQS who hold the actual certificate may train any person to the level of HAS, and by application to the Auditors Division of Saint Hill may have the person he has trained certified. Application forms for this will be supplied by the Auditors Division. In Central Orgs, training for HAS is done by the PE Foundation; training for HQS and above by the Academy.

Any Saint Hill graduate with a Class IV or above, by application for permission to the Saint Hill Auditors Division, may train any person to the level of HQS, and by application to the Auditors Division of Saint Hill may have the person he has trained certified.

A simple examination or test may be part of the HAS or HQS course, but confers no classification. There is no Class I or Class II.

Correcting previous advices, it is not now intended that all certificates should be *issued* by the Auditors Division of HCO WW. Until further notice, therefore, HCO Boards of Review should continue their present system of certification exactly as before. Supplies of the new certificates are being printed, and will be available from the Book Dept of HCO WW in the usual way.

A full Classification-Gradation Chart will be published from time to time giving the requirements and processes of every level, and concise text books and answer sheets are in preparation. But absence of tests shall not preclude training or classifying so long as the materials are communicated, at least until such time as texts are complete and available.

Sample check sheets will also be issued from time to time for all courses to ensure a consistency of training material throughout Scientology.

Preclears include *every individual* Preclears are separately graded. The grade is obtained by flattening the processes of that Level-i.e. a preclear who has had all the required processes of Level I flattened, would become Grade I and would then proceed to the processes of Level 11. And so on. Each level has certain basic processes to be accomplished.

Preclear Gradation is not by certification but by specific log book issued to the preclear and signed by his auditor as each process is flattened and a level completed. The grade is issued to the Preclear by his Auditor when requirements are met in the log book.

Classification of Auditors and Gradation of Preclears effective date is extended to 15 April 1965. Preclear log books will be issued shortly.

The Director of Processing is in charge of all log books for the Org's area.

The log book also applies to Co-Audits, in which case it is signed by the Classified Auditor in charge of the Co-Audit.

Founding Scientologist Certificates are now being issued, allowing up to Class IV for trained auditors, and Grade IV for Preclears. The actual certificate must be possessed by the individual to be in effect. The fact of having been a Scientologist or Dianeticist for years gives no dispensation unless the Founding Scientologist Certificate is in hand. Founding Scientologist Certificates may not be applied for after January 1, 1965.

Effective June 1, 1968, Field centres duly established with Saint Hill graduates Class VI and VII may train to levels as high as IV, and Saint Hill graduate\$ Class IV and above are permitted, effective April 15, 1964, to train to HAS and HQS. On June 1, 1968, Central Orgs will be permitted to train to Classes V and VI, which until that date will be taught only at Saint Hill.

The General Classification-Gradation Chart Issue One is as follows:

<i>Class (or Level)</i>	<i>Process Types</i>	<i>Certificate</i>
0	Dangerous environment, ARC, education in basics of life. Case Improvement by education in Scientology and orientation in environment.	None
1	RIC for PTPs, RICM (fishing with TA), Assists, R2C (discussion by lists), Listen Style and Itsa. Case Improvement by communication on closely interested subjects and problems, using TA Blowdowns. Repetitive processes, Model Session, Op-Pro-By-Dup, 8-C, CCHs, Havingness, General OIW, ARC'63, Auditing Cycle, Case Improvement by disciplined comm cycle, awareness of mind and environment, using TA of meter and cumulative TA divisions.	HAS
iii	Auditing by List, See Checking by List, Prepchecking,	HQS

	Problems Intensive, Mid Ruds, and Model Session. (Auditing by List is SOM-3L.) Case Improvement by removing psychosomatics, cleaning needle of all reads on given questions, any assessments done by upper level auditor.	HCA/HPA
IV	R4SC, ARC Break Assessments, R4H (R2H), and Case Analysis. Case Improvement by Service Facsimile, life ARC Breaks and Case Analysis, using the listing and assessment potentials of the meter, which is not done in lower levels. (Clearing this lifetime.)	HCS HAA
V	Omitted	
VI	Locating the truncation, checking goals, running the Line Plot and Track Analysis. Case Improvement by running pc's own goals all the way to operating thetan.	HSS
VII	Old Route One and Other Drills.	HGA

The certificate schedule HCO Policy Letter of August 12, 1963, is cancelled. The certificate Hubbard Book Auditor is withdrawn. The certificates Hubbard Apprentice Scientologist, Hubbard Clearing Scientologist and Hubbard Advanced Auditor are reinstated.

The rules of processing apply to CLASS not to certificate. A certificate may have almost any lower class stamped on it. It is the classification not the certificate that permits use of processes or being run on processes. In a Co-Audit, the Classification of the supervising Auditor in charge decides the level of process which can be run.

It is envisioned that training courses be brief and precise and require exact levels of attainment as to theory, practical and auditing requirements.

Stress in any course is 50% on auditing, 50% on case gain. A person will not be allowed Classification until the processes of that Level have been flattened on him or her and have been accurately recorded in the log book.

Outlines of courses, with suggested prices, have been issued, and further information and more detailed instructions will be issued from time to time.

A rigid requirement of the Classification-Gradation programme is that the requirements of one level must be met before the individual is allowed to proceed to the next. This applies appropriately to each category of person, whether proceeding along the Preclear, Co-Auditor or Professional route.

Thus, a preclear may not be audited on a Level IV process until he has completed the processes of Level III and below. An auditor may not audit the processes of a certain level until he has the certificate or class of the preceding levels. And so on.

There may be occasional exceptions to this-for instance, HGCs and Saint Hill trained auditors may issue special dispensation to HGC preclears or their own personal preclears to temporarily raise their preclear grade during certain phases of processing. But any abuse of the rules of the Classification-Gradation system which results in harm to preclears or complaints by them may make offenders subject to Committees of Evidence.

It is not envisioned that people taking HAS or HQS or even HCA courses are making a career out of Scientology. They are expected to keep on working at their jobs. This must be stressed. There is no effort to follow medical-psychiatric practitioner patterns and have offices. There is an effort to work evening and weekends running small organizations of co-audits. The effort is to make Scientologists, not have "patients". This dictates the length of the HQS course as people can seldom get off work for more than a month.

This does not interfere, however, with someone working full time in Scientology, or with auditors who do want to set up offices along traditional practitioner lines.

Cost and length of courses rise somewhat as they increase in Class as the increased **ability** of the student, if well processed on classification level processes, commonly brings him or her more income and leisure. Therefore the HCS Course would take at

least 3 months and would cost in the neighbourhood of £150, if the HCA course was lasting 2 months and costing £78.

As stated in previous issues, holders of a Founding Scientologist Certificate may have the right to use all processes up to and including Class IV if they were trained before 1964, and have the right to be audited on everything up to and including Class IV if they were not.

It is reiterated that no classification for Class VI is now obtainable except by training, and no actual GM may be run by any auditor until the full technology is released and the classification is earned.

At present, Classes V, VI and VII may be earned only at Saint Hill.

The intent of this programme is to

1. Open the road for everyone
2. Provide wider dissemination
3. Guarantee an increase of knowledge to keep pace with increase of ability
4. Provide the cheapest possible processing
5. Regulate processes by Class Level to guarantee a more real advance
6. Steer around rough spots found in the past in technical, administrative and personal areas.

There is no effort to decrease the income or present activity of any auditor or organization but only to widen the sphere of action.

This policy has been formulated with the consultation and majority agreement of organizations and field auditors all over the world and is final.

The effective date is now 15 April 1965.

L. RON HUBBARD

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[Added to by HCO P/L 18 June 1964, *Professional Route Classification Requirements*, page 378.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 JUNE 1964

CenOCon

PROFESSIONAL ROUTE CLASSIFICATION REQUIREMENTS

(Addenda to HCO Policy Letter of 5 May 1964)

The requirements for Classification under the Professional Route are as follows:

On completion of a Level up to Certification the student is required to work as an interne in the HGC-auditing those processes on which he has been trained. When he/she has completed one month satisfactory service in the HGC he/she does a retread of the level in the academy. This should occupy half the time of the original course and the fee is half of the fee for the original course. At the end of this retread he/she must pass an examination on the whole of the material taught. This examination should be of about 25 questions. Many of the questions (say about a third) can be of the 'True or False' type. The remainder designed to bring out specific pieces of data. Over 90% correct answers is a pass subject to the student going and finding the correct answers to the questions he had wrong. Over 80% but below 90% is a flunk but entitles the student to take the exam again after a lapse of one day. Under 80% is a flunk and the student should be returned to study for at least one week before taking the exam again. The questions on the examination should be varied frequently to avoid students swotting up on just the questions on the examination.

During the student's period as an interne his progress should be carefully supervised by the D of P and a report submitted as to his competence or otherwise to the Examiners. Until a report of competence is received the student may not enter the Retread Course.

If at any time during his internship he is continuing to make GAE's he must be returned to Course for further study and practice. The student is not eligible for pay during his internship.

Issued by: Reg Sharpe, D.Sc.
Dissemination Secretary
for
L. RON HUBBARD

Authorized by: L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 JULY AD 14

Rernimeo Franchise Saint Hill

GRADATION PROGRAMME, REVISED

The Gradation Programme directives violated a broad, longstanding policy of mine: That all Dianetic and Scientology materials were for the use of all Dianeticists and Scientologists.

Although I have received no complaints from anyone about this, I nevertheless do not feel right about telling Scientologists that there are certain materials they cannot use or be audited on.

I would rather leave this matter wholly to personal experience of others and make the Gradation Programme only a recommendation not a directive.

Accordingly, therefore the following policy is issued:

1. Any and all materials of Dianetics and Scientology may be used or received by auditors and preclears regardless of any assigned level or grade;
2. That classification and certificate issue remain based on these levels to indicate relative skills and state of training of auditors, and give them the most case wins for their auditing training level;
3. That all preclears only be *advised* that they will make best progress through following these levels in upward progress;
4. That the Gradation Programme remain as it is but without any enforcement or discipline for failing to follow it;
5. That the Gradation Programme. is only a recommended route for best results.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 DECEMBER 1964

Rernimeo
BPI
Franchise

FULL TABLE OF COURSES AND CLASSIFICATION

Classification Correction

Due to various recommendations of National Committees it has become necessary to maintain a sliding scale of fees for training and for more vital reasons, to make HAS a fully accredited Academy Course.

This alters recently released Classification data.

There is a Class Zero. Examination for Classification will take place on the same basis as for any other class.

This makes the following complete training certificate and Classification Schedule. This changes conflicting policy earlier released and finalizes certification and classification.

Course Calculation All Courses

An "Academy day course" shall be four weeks long, five days per week, 8 hours of on *course time* per day minimum.. (Excludes lunches and breaks.) An evening course must contain 160 hours of actual course time, (no breaks included). This means 52 evenings of three hours each or any other means of getting 160 hours of instruction in evenings.

A weekend course must contain 160 hours of course time. (No breaks or lunch or dinner time included.) This can be 16 weekends of 10 hours per weekend or any other multiple that gives 160 hours on weekends.

An organization may not have both an evening and a weekend course unless they have 300 students routinely in their Academy. They have to choose one or the other by local choice. Weekend courses are usually more successful than evening courses in terms of student ability as the student is fresher and has more consecutive class hours. A day course is usually far more productive of student skill.

Course Defined

An Academy Course then hereafter means 160 hours of Class Instruction to Certificate for all Levels Zero to IV.

Certification and Classification Table

The PE Course is not an Academy Course. It however may continue to be taught.

First enrolment, Level Zero. No prior examination. 160 course hours duration. Certificate Hubbard Apprentice Scientologist. Awarded without examination.

First Classification: Prior to entering the next course (hours or weeks or months before) the student must take a written and practical examination for CLASS ZERO. If the student passes he is at once awarded his Classification by HCO and it is sealed on his HAS Certificate or given by letter and then sealed.

Second Course. Level I. Hubbard Qualified Scieritologist. Pre-requisite, HAS course and certificate. No prior *classification* required. 160 course hours duration.

Certificate awarded without examination: Hubbard Qualified Scientologist.

Second Classification: Prior to entering the Level 11 course, hours or months, the student must take his written and practical Classification examination for Level 1. On passing he is at once awarded his Class I Classification and it is certified by HCO letter or stamped and sealed on his certificate. If the student has not passed a prior classification exam and is not Class 0 yet, this second examination is the Class 0 examination and on passing it he has Class 0 awarded by HCO by letter or stamped and sealed on his *highest* certificate. He may also take his Class I examination as soon afterwards as he sees fit.

Third Course Level 11. 160 Academy hours. At course end, regardless of class as usual, he is awarded his certificate without examination as Hubbard Certified Auditor.

Third Classification, Class 11. Prior to entering his fourth course, hours or months, the student may take his Classification examination for Class 11. If passed it is signified as usual by HCO. If the student has no classification up to this point, this examination is for Class 0. If he has no Class I yet, it is for Class 1. He may take the other higher classification examinations as soon as he wishes.

Fourth Course, Level 111. 160 Academy hours. On completion, awarded certificate without examination as Hubbard Professional Auditor.

Fourth Classification, Class III. Prior to entering his fifth course, Level IV, hours or months, the student may take his classification examination for Class 111. If he has no classification to this time, the same procedure as earlier is followed.

Fifth Course, Level IV. This like all other courses may be entered whether the student has passed his examinations or not. After 160 Academy Course hours, the student, without examination, is given his Hubbard Clearing Scientologist Certificate.

Fifth Classification, Class IV. Prior to his entering an R6 course a student, after January 1, 1968, must bring all ~~his~~ classifications up to Class IV before entering an R6 course, whether this is done at an organization or at Saint Hill, and no matter where the R6 course is taught.

Sixth Course, Level VI. Without training hours limit, but with a minimum of 400 course hours, the student completes the course by a completion of all check sheets or additional work assigned, and results in an award of Hubbard Senior Scientologist.

Sixth Classification, Class VI. Examination given before the end of the Sixth Course and if passed, an award of Provisional Class VI is given by notification permitting the student to audit Class VI materials. When a successful period of observed auditing ensues, the Classification is confirmed as Class VI and the fact is attested by letter or by sealing and stamping the certificate. If the auditing period is not successful or for any other detrimental reason, the provisional classification may be retained. If the reasons are very detrimental, the provisional classification may be withdrawn. This however cancels no earlier classification.

Table of Authorized Courses

Field Auditor: PE Course. Curriculum as taught in Central Orgs over the years, based on the Dublin Personal Efficiency Course.

Franchise Holder: PE Course. Already granted permissions to teach HAS and HQS expire on January 1, 1966. Curriculum until then must exactly follow recent HCO Bulletins outlining these two courses. HCO must give all Classification examinations to Franchise Holder students.

City Office: PE Course permitted but not required. HAS, HQS and HCA. Permission to teach HCA expires January 1, 1966, at wl-dch time City Offices will teach only HAS and HQS.

Central Organizations: PE Course may be taught but is not recommended for Central Orgs. Must teach HAS, HQS, HCA and HCS Courses. A Central Organization will be reviewed on its student record on January 1, 1968 to establish the possibility of its teaching an HSS Course but permission not guaranteed and only one will be granted in a national area, if granted.

Obvious Conclusion

From the above it will be obvious that active Field Auditors are expected to become Franchise Holders in the future, that Franchise Holders will become City Offices, that City Offices will become Central Organizations and the national headquarters will become, eventually, a university. Aside from an expectancy that Field Auditors will continue to become Franchise Holders, no drastic upgrade is expected until after January 1, 1966.

Auditors equipped to do so, on becoming Franchise Holders may still apply for permissions to teach HAS and HQS but these permissions all expire for Franchise Holders on January 1, 1966. On or before that date a new type of PE Course will be released for Franchise Holders to teach. And there is a possibility that Franchise Holders may be newly granted permission to teach HAS on January 1, 1966 depending entirely upon their teaching record with HCO WW.

As Field Auditors were teaching only a PE Course as an HAS Course, this is more a change of name than a refusal to permit them to teach. They may go on teaching the same course, but must call it a PE Course and must not call it an HAS Course~;.

Whether or not a City Office goes on teaching the HCA Course after January 1, 1966 depends entirely upon its activity. This matter also is subject to review on January 1, 1966.

Franchise Holders who are behind-hand in their contributions to HCO WW are, as always, subject to franchise suspension or cancellation. If a franchise is suspended, teaching in progress may go on but no further students may be enrolled. If a franchise is cancelled, the existing students may be graduated, but will be very vigorously examined as low teaching quality or a poorly scheduled and careless course can be a grounds for cancellation if not mended when called to the Franchise Holder's attention.

A Central Organization or City Office, until January 1, 1968, may teach any course they are allowed to anyone enrolling, regardless of former certification. This is to the end of improving auditing skill. They may not, after January 1, 1965, teach any special or data courses other than their regular Academy Courses at the specified rates.

Until January 1, 1968, then, the policy of not retraining auditors is waived. Until January 1, 1968 any student enrolling for any course in the period from January 1, 1965 to January 1, 1968, regardless of training prior to January 1, 1965, may be directed into any lower course being taught at the Academy wholly and only at the discretion of the Director of Training. This is to resolve the impossibility of teaching someone at current Level IV who has not been well grounded, for instance, in Level 111. Adjustment of training will have to be done until January 1, 1968 certainly, until the bulk of training activities have cared for gaps in an auditor's education prior to January 1, 1965.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 MARCH 1965

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CLEARING AND TRAINING

In the not too distant future, certainly within a couple years, being clear will be a requisite to being accepted for any training.

The book auditor will be back with us in full swing. Auditing will be done of a kind. An HAS Course might be given.

But I feel that from there on up processing comes before training.

It would go this way. A person is processed up through the Grades, 0 to IV, getting his preclear grade certificate at each level. Then the person is accepted for training from Class I to Class VII, class by class.

People are already causing "problems" (joke) today in Academies and HGCs. They are also going clear before they have finished all their grades as pcs and in Academies before "they can be audited on the upper levels (such as III and IV)".

We're too good suddenly. An auditor might feel his practice would go to pieces if preclears only took a few intensives to go through all the Grades from 0 to IV. The tendency to slow anyone down must be handled before it begins.

We ought to operate only organizations and have large numbers of groups like we used to. Quantities of people is the answer.

Then as we clear them in HGCs we transfer them over to the Academy to go on up to Class IV and then to Saint Hill for all the way to OT.

It's quite a feasible route. Actually very easy if the tech is applied.

It would be an interesting Academy with the students not being able to audit each other on lower grades, but having to scrounge pcs off the street to get their auditing check sheet complete. But with the majority of them clear they'd whizz through their check sheets in less than the allotted month now allowed for each course between 0 and IV.

It is surely, surely true that nobody will make OT without training. Some auditors (Horner, Berner) are reported to have been trying to put "raw meat pcs" on Class VI processes on the sly with what is reported as rather awful results and spins. I hadn't heard about it, being away a bit, and the auditors were saved by the recent amnesty, but what a foolish and cruel thing to do when the route Grade 0 to IV is wide open for pcs, with wins all the way. Why throw the poor fellow in a ditch? The pcs of course stupidly demand to be OT yesterday, but what's a few weeks processing on the grades? Nobody will make OT without training. That's a technical fact. The Level VI processes just don't bite on lower level pes!

There'd be no tendency to slow up or speed up a pe's progress if clear were required before people were trained.

They had a crisis on the Saint Hill Course just Monday. Student that was cleared in Washington DC couldn't be put through her preclearing for Class III and IV as the state of IV had been attained at II! So we have to "solve" how to train clears anyway. We'll have to get a source of pcs for them to audit as nobody can get a meter to work on a clear, so they can't be preclears anymore. They're ready for OT as case but can't go on because that requires a full knowledge of auditing from 0 to IV for OT to be successfully attained.

What a nice job instructing would be teaching only clears!

LRH:ml.rd

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 MAY 1965
REISSUED 4 JULY 1970

**CLASSIFICATION, GRADATION AND
AWARENESS CHART**

You will find a chart enclosed in the Auditor Issue 8. It covers many things.

There are about 52 levels of awareness from Unexistence up to the state of CLEAR.

By "Level of Awareness" is meant that of which a being is aware.

A being who is at a level on this scale is aware only of that level and the others below it.

To get a case gain such a person must become aware of the level next above him. And so on up in orderly sequence, level by level.

If you skip a person on one level several levels up, he or she will experience only an unreality and will not react. This is expressed as "no-case-gain". On the E-Meter it registers as "No Tone Arm Action" meaning there is no meter registry of change on the meter control lever (tone arm).

A person audited a bit below or at his level of awareness gets "Tone Arm Action", Case Gain and has cognitions (new concepts of life).

A principal contribution of Scientology is the technology necessary to change people so that they progress into higher states of ability when processed on the exact processes required by an auditor qualified by training to apply the processes expertly.

It is not only general ability that increases, but IQ, renewed livingness and the skill and ability to better self and conditions.

The state of homo sapiens runs from around -4 down to the bottom. Normal is probably much lower.

As you study the chart you will see it is a road map upward.

On the left we see the Class of the Auditor necessary to take the person up as well as the Grade the preclear reaches.

In the next column we see his certificate name, obtained through his training at an Academy and, later, Saint Hill.

Then we see a very general description of the processes used on that grade.

The next column shows what pcs a classified auditor can audit. He can audit anyone at his Class numeral or below. He cannot audit pcs higher because of course he has not been trained to do so and is likely to have upset pcs.

The final column shows where the certificate and class is obtained.

THE BRIDGE

This is the famous bridge mentioned at the end of Dianetics the Modern Science of Mental Health.

It is now complete and is functioning. The being enters it from somewhere in the minus regions as a Beginning Scientologist and moves on up. At about Grade II he has definitely reached Homo Novis. He becomes a RELEASE somewhere between 11 and V. And he becomes CLEAR at the top of VI. The state of Operating Thetan is attained above VI and is a Grade VII.

For Man to have this at all is quite remarkable. He never had it before since we find him improving but still, on the average well below -4.

By following this chart one can make RELEASE and then CLEAR.

Up to Grade V one of course has help. But above that technical limitations bar completely the idea of CO-auditing. Some auditors will attempt it, themselves very far from there case-wise, and some have tried to show untrained pcs how to "solo audit" with a meter. The common result is that the pcs eventually collapse in a total overwhelm as they are not trained to handle such forces and so it is a cruel thing to do.

The preclear moves safely on the proper bridge and somewhere along the line must be trained in the classifications that match his Grade. Then (and *only* then) can he make it all the way.

One can be audited quite a ways. Then he had better get trained from zero on up.

You see here some new certificates. These were made necessary by the gap which existed between the higher toned public person (-5) and the beginning of the span. We had to have a longer approach to the bridge. And so we put a certificate ladder there.

Beginning Scientologist is given for a PE and so on up as the chart shows,

The Class material has *not* been changed. If anyone has a Class Zero he is still a Class Zero but we will give him a new certificate to replace his old one. And so on. There is no change in Grades and Certificates from Class 11 up. Class V has been blank for years. Thus there is a proper certificate there, the HUBBARD VALIDATED AUDITOR. It says this auditor has been through a review of all his lower skills plus new ones and can jump off now for Solo and CLEAR.

Previously we not only did not reach into the average homo sapien's awareness but we also had no means of touching cases much below -4,

You are probably intrigued- by Class VII. These Power Processes are what the CLEAR (or Auditor almost there) audits on low level lies. Auditors below that case level can of course run them a bit but the processes shortly cave him in. These processes are only available at Saint Hill as they have just recently been perfected and an auditor to do them without danger to himself or the pc has to have *interned* at Saint Hill as a Saint Hill HGC staff auditor, not the same as a Class VI Saint Hiller.

The thing to do is start in your local Academy at zero on the chart and move on up.

Today that is faster and less expensive than you would think.

There are *two* courses to one class. First one does the Certificate Course (Theory) and gets his certificate. This takes the average student about two weeks. Then one takes the Classification Course (Practical) for that class and gets his Provisional Classification. Every auditor must be classified now. This again takes the average student about two weeks. All the courses from Class 0 up to IV are arranged that way.

The material has been streamlined. Class V, obtained at Saint Hill, is longer (and remains the same price as always) as it reviews all the classes and retrains where necessary and awards permanent classification for all the lower certificates as well as Class V.

Some auditing occurs in the classification course and group auditing occurs daily.

An unclassified auditor cannot charge a fee for auditing a grade he is not classed for and if he is turned in to HCO because of it the pc can regain all the fee from him. We must make it a safe bridge. Our entire Ethics system is formed just to make it a safe passage for the pc and to hold the bridge together so it can be crossed by Man.

Auditors routinely make Releases with Academy courses today.

Auditors graduated from the Saint Hill course can then take the final steps to make themselves clear and Saint Hill Interns are trained to make Releases of the lowest cases.

Training fees are uniform in the US now at \$100 for each course. In all commonwealth countries the cost is £28 a course sterling (convert to local currency). There is one course for Certificate, followed by another for Classification.

Field auditors can charge anything they like for HAS and Beginning Scientologist courses. And Hubbard Book Auditors can become HQS through extension courses. Your org may possibly give the lowest course free and charge very little for the HAS.

My job is to give you the materials to make Releases and the skill to make Clear. I have done and will do everything I can to help anyone attain these hitherto unreachable heights of life and ability.

The bridge is not only in, it is functioning every hour right now. Book early. The traffic is heavy already. And auditors are the scarcest and most valued beings on this planet.

L. RON HUBBARD

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HUBBARD COMMUNICATIO

Saint Hill Manor, East Grinste

HCO POLICY LETTER OF 10

(Revised and reissued on 19 S

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to every Person
attaining Release
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Students

RELEASES

VITAL DATA

Persons who have attained Grade V and VA Release may not be audited on any processes except assists, By Passed Charge, Assessments, Present Time Problems, and missed withholds until they are trained up to Level VI and started on R6 processes unless a lower level including Dianetic Release was later found to be missed.

Although the training of the Release is necessary, and auditing knowledge of lower level process is vital, the Release's case as a case must be left alone except as above.

The only thing left is the R6 bank itself and low level auditing becomes unworkable on a person already Released up to Grade V.

When we called a Release a "Keyed out Clear" we erred in giving any further casual auditing. It was this which made the state of Release look unstable when it seemed so-the person was further audited to relieve him or her of locks, secondaries and engrams which had ceased to exist.

Withholds may be pulled, present time problems may be lightly handled, even By Passed Charge Assessments may be run, touch assists and ordinary brief repair processes may be used on a Release.

The Release can audit lower level processes than V with complete safety.

Auditing a Release on repetitive Comm processes, etc., etc., or doing any continued sessioning will only key in the only thing left-the R6 bank.

A Release is stable as long as he or she is not pushed into the R6 bank.

The next step for a Grade VA Release in auditing is R6 EW. However the Release may not begin this until auditing skill is acquired by coming up the levels.

It will now become quite common for a student to be Released by a Clear and then study and audit his way up the grades to VII.

Nobody can do the VII clearing job for him but himself, and fragmentary auditing training will only lead him to mess up his case when he comes to Grade VI and VII auditing.

On the other hand a Release with his high IQ and ability can scoot up the Classes at considerable speed if not stopped by having to be audited as part of his training.

There is no special concession made to a Release by way of check sheets or a different kind of Course. The Release must move on up through the Classes course by course like any other student.

There are two saving graces to being a Release as far as training is concerned:

1. The Release ordinarily experiences a heightened ability to put his life to rights economically; and
2. The heightened IQ and ability reflects in speed of study and comprehension.

A person does not have more Scientology data just because he or she is a Release. The Release simply acquires it much faster and exhibits more skill doing it.

For example, a student able before Release, to get only one or two passes a week on a Course should be able, when Released, to get ten times that.

The Release is cautioned not to fool about with the R6 materials until fully trained and to pay no attention to suppressive persons who "seek to show him in an hour or two how to audit and run R6 and be clear."

The safe way is the correct way. Leave the Reactive mind alone until one is fully trained as an auditor. *Then* go on to Clear.

A Release is also warned that he becomes a particular target for suppressive persons who seek to invalidate his auditing and gains and to report them promptly to the nearest Hubbard Communications Office. Such people become afraid when they see another get better and are usually psychotic.

The next action for a person who has attained Release is to take the next Course in Scientology and move on through to Clear properly. This is shown on the Gradation Chart issued in May 1965, and later issues. There is no other way to Clear.

L. RON HUBBARD
Founder

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[Note: This 19 Sept 1967 issue contains the following changes: (1) in paragraph 1, addition of "unless a lower level including Dianctic Release was later found to be missed-", (2) in paragraph 3, addition of phrase "up to Grade W", (3) in paragraph 10, word "grades" used instead of "Classes", (4) in paragraph 11, "Grade VI and VII auditing" instead of "Class W". 1

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HCO BULLETIN OF 28 JUNE AD 15

RELEASES, DIFFERENT KINDS

There are different kinds of Releases.

They all have the similar meter phenomena; floating needle and on or near clear read on a calibrated Mark IV or Mark V.

There is the plain First Stage Release. This occurs in auditing up to Grade IV. It is not very stable. The person is *very* well off and definitely a Release. But he or she can now postulate and in postulating sometimes gets into the R6 Bank. The First Stage Release is eased out of the bank but subject to call back.

Then there is the Power Process Release. This is *very* stable and should be called a Second Stage Release or a Power Release to be technically exact. You can run only Power Processes on a First Stage Release. These knock out all factors of the *track* that force a person back into the R6 Bank and leave the person able to go into or get out of the R6 Bank easily. This Second Stage Release is definitely Homo Novis. The person ceases to respond like a homo sapiens and has fantastic capability to learn and act.

The Third Stage Release (called for a few days a Second Stage before terminology was firm) is an improved Second Stage Release in that *selective* areas of learning are handled to return special skills to the person. The case state does not necessarily improve but certain zones of knowledge have been polished up.

There is another state near that of Release. This is a Keyed-Out-Operating Thetan. At this time it occurs sometimes by accident in Power Processing, but I think I will be able to process a Second Stage Release to it directly some day. The pc is still a *pre* clear though a Keyed-Out-OT. This really isn't a Thetan Exterior. The Thetan Exterior is quite unstable and can be attained below an ordinary First Stage Release.

A real Clear is of course on the other side of the Reactive Bank and above all these states. It is completely stable. One needs to know how to audit to get there.

A real Operating Thetan is of course a Clear who has been familiarized with his environment to a point of total cause over Matter, Energy, Space, Time and Thought.

This accounts for all states of being discussed in Dianetics or Scientology. They are all attainable and only one, Keyed-Out-OT is not done by routine auditing, being an offshoot of it that happens sometimes. The First Stage Release is as high as we got in Dianetics, so you can see we are five states of being above where we first arrived.

We are doing these today on a routine assembly line basis on all cases. Orgs do a lot of First Stage Releases. Saint Hill is doing Power Releases and moving people up to Clear through Academy and Saint Hill training.

A lot of cases would have to spend a lot more time in Power Processing if they weren't already successfully processed in Grades 0 to IV.

The majority of cases even when trained, will not be able to go Clear without being Released.

And of course nobody is going to go OT before they have been Audited, Released, trained and cleared, all of which are currently standard actions in Scientology today.

We are definitely on our way.

L. RON HUBBARD

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389

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BPI

Certs & Awards

issue to all new

Releases

HCO BULLETIN OF 5 AUGUST 1965

RELEASE STAGES

Once a pe has begun to come out of his bank, he either continues to come out or goes back in a bit.

He (or she) does not remain in status quo (unchanging state) while a Release.

A First Stage Release often pulls further out to First Stage Released OT after processing.

Similarly a Second Stage Release may become a Second Stage Released OT.

In their understandable enthusiasm-they feel so *much* better and bigger and stronger-a release sometimes seeks additional acknowledgment by requesting a further release check.

A pc who has attained a *First* Stage can go First Stage Released OT but cannot possibly go Second Stage without Power Processing. In short, one can't upgrade *stages* 1 to 2, etc without the actual processing.

Why? Because a key out is just that, a key out. Just because one no longer has a tiger in his lap does not mean the tiger has vanished. He's merely stepped out into the hall. In the course of life somebody is going to leave the **door open**. The tiger won't come back into one's lap but he'll sure sit on the rug and sneer. Key out means there's still a tiger. Release means he's *away*. One First Stage can be more released than another First Stage. The tiger is further off.

But when you start upgrading numbers (1st, 2nd, 3rd, etc) you are talking about *less* tiger. There's less *bank*.

First Stage removes a few tiger whiskers and the sneer. That's the locks going. The tiger is near or far-that means more or less 1st Stage, it doesn't mean there's less tiger.

Second Stage *removes* the tiger's misemotion and his *front* claws. The tiger can now be near or far but he is that much tiger. He can be so far away one is *sure* he has vanished. But he's just far. He remains that much tiger (minus whiskers, sneer, temper and front claws), he just isn't evident.

Third Stage pulls the tiger's ability to paralyze one's wits. In effect Third Stage removes impediments to one's ability to know. The tiger, though now minus whiskers, sneer, temper, front claws, and the ability to paralyze is still about. He may at this stage walk off so far that one is positive there is no more tiger. But it's early to break out the champagne. Maybe he won't be back for years, even centuries, but he still exists.

Fourth Stage Release removes the tiger's claws all about and blunts his teeth. And causes him to hide in closets. But though he hasn't whiskers, sneer, claws, or his frightening effect, or the old sharpness, he is still a tiger. One can gambol about in the sun cheerily, feeling quite sure there is no tiger at all. Only the locks on the R6 bank are gone. That R6 bank is still there.

At this stage the pc feels he can move mountains single handed and is given to chest thumping. That he still depends upon a body gets overlooked.

But ahead of him is the BIG job. There is still a tiger. This tiger if not vanished utterly will sooner or later creep up and eat up the goodies.

So one has to handle Mr. Tiger once and for all, run the total R6 bank and become a 5th Stage Release.

Now, and only now, with a bit of reorientation can one be CLEAR. No more tiger. He is not near or far. He doesn't exist. And one can go on for the trillions.

Early on my pes went keyed out clear and went away. They stayed that way a long time.
They were sure they had attained the zenith.

Today we are going to have the *same* problem.

A Release is going to feel *sure* he has gone up in number of Release when it's only the tiger out for lunch.

I am the last one to throw cool water over anyone's head about Release. But I have a passion for stating truth as I know it when I know it. You can always depend on that. It's not always popular but it's honest.

Therefore these are the only ways to go up in number as a Release.

To obtain FIRST STAGE RELEASE, one must have had lower grade auditing of some sort. This removes the locks (the distressful moments of life) off the Reactive Mind. As these pinned one to it, one can now get out of it.

To obtain SECOND STAGE RELEASE one must have been run on the highest of the Power Processes. This gets rid of the secondaries (misemotions and upsets) and the engrams (moments of pain and unconsciousness). And as these pinned one to the Reactive Mind one can now move out of it and isn't so likely to go back into it as he has no secondaries and engrams to call him back.

To obtain THIRD STAGE RELEASE one has to tackle the beings, places and subjects one has long detested. And when these are gone one isn't likely to be called back into the Reactive Mind very soon as bits of his daily life don't remind him of beings, places and subjects he once detested.

To obtain FOURTH STAGE RELEASE one has to take the lock end words off the R6 bank. He has to be an R6 Auditor himself to do this properly. With these gone, the R6 bank is left on its naked basics and one can be very free of it for quite a while.

But now we are down to the concrete and bedrock.

To obtain a FIFTH STAGE RELEASE, one has to have run out the whole remaining Reactive Mind. We are awfully lucky to have the combination to the vault as it's been shut thoroughly for the trillions. That's done by a process known as R6-GPMI-or GPMs by Items. And I assure you

I . It can be done and

2. It was pure hell going it blind when I was trying to find it. It took several years and thousands of hours of research auditing to just find the *pattern* of it. This is the longest job (R6-GPMI) and requires now at least 14 months of daily solo auditing. And then one is 5th Stage and ready for a polish and Clear.

Now understand, at each of these stages one has to go unrelease to make it to the next stage of release. This requires guts-and faith. One is feeling GRAND. The world is beautiful. The unbrave get nervous at the thought of diving back into the asphalt or, to keep our metaphor, about deliberately whistling up the Tiger-"Here Tiger! Here Tiger! Come out wherever you are!" So a way that is cooked up to avoid this further combat is to pretend an upgrade in *number* of release without the hard work and scratches necessary to honestly achieve it.

Add to all this that one has a present time, and a body to receive the slings and arrows and one sees that it is a complex picture.

But we have the way. It is the way.

Many will come along selling the frightened the idea one can leap up through the numbers without pain or toil or auditing by flexing one's chest or eating wheaties or praying. But that isn't the WAY. There's no bridge there.

The main point that will be stumbled on is. this: Nobody has any real reality on how high up these states are or how utterly tall Clear really is.

Well, that's the score. Does it help?

L. RON HUBBARD

LRH:ml.rd

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 AUGUST AD 15

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CLASSIFICATION AT UPPER LEVELS

TEMPORARY MEASURE

Classification for Levels 11, 111 and IV may be obtained by presenting evidence of skillfully applying one of the processes below rather than grade processing to the Examiner.

The Examiner must be satisfied as to the general skill of the auditor.

Auditing By List, R2-12, R4H can be run on a person who went Ist Stage Release on Comm Processes. (Warning-R2-12 is too fast and got us into trouble by releasing too quickly and was grossly overrun by all. It was withdrawn but now its fault has been found. Of all processes it releases most quickly.)

The following can be run on any pc:

1. ARC Breaks
2. PTPs
3. *Withholds*
4. Any Continuing Overts
5. Release Rehabilitation.

In fact these must be covered in reviewing cases.

1. No-one must be audited while ARC Broken but the ARC Break can be found, located and indicated.
2. A PTP drives the pc into back track in an effort to avoid it.
3. TA ceases to increase or declines in the presence of a missed withhold (particularly one missed when the TA ceased to increase or declined).
4. A pc continually committing hidden overts in PT won't advance at all.
5. You can always rehabilitate a moment of former release.

Therefore any of the above 1 to 5 can be run on any release of any stage.

Thus an Examiner can require one of the above processes demonstrated for the level they match in lieu of grade processing for the classification requirement.

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Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 30 AUGUST 1965

RELEASE STAGES

There are five stages of Release. When one of these is attained the next one up can be run.

A preclear who has attained a stage of Release may not be run further on the processes of that stage or below or he will go back into his Reactive Mind.

All Releases however can have their problems handled, their withholds pulled, their ARC Breaks repaired *and* any Release at *any* stage can be audited on the exact processes of Release Rehabilitation.

The states of Release differ in that one is more stable than another.

The Reactive Mind (known also as the R6 Bank) can only be audited out by someone who is trained up to Class VI. When the Reactive Mind is fully audited out (erased completely), one has a Clear.

When a Clear has been refamiliarized with his capabilities, you have an Operating Thetan (an OT).

A Release, then, is pulled OUT of his Reactive Mind.

A Clear has fully erased his Reactive Mind.

An Operating Thetan is one who is Cause over Matter, Energy, Space and Time and is not in a body.

The degree and relative permanence of being pulled out of the Reactive Mind determines the state of Release.

There are numerous things that can pull one back into the Reactive Mind.

These are (1) Locks (2) Secondaries (3) Engrams (4) The Whole Time Track.

LOCKS

By reducing locks as in Levels 0 to IV, we then remove the ability of locks to pull the being back into his R6 Bank.

Locks are mental image pictures of non-painful, but disturbing experiences, the person has experienced. They depend for their force on secondaries and engrams.

Thus, one who has had his locks reduced is a **FIRST STAGE RELEASE**.

SECONDARIES and ENGRAMS

When a being has had the secondaries and engrams reduced, he is far less likely to be pulled into the Reactive Mind than if he has just had their locks reduced.

Secondaries are mental image pictures containing misemotion (grief, anger, apathy, etc). They contain no pain. They are moments of shock and stress and depend for their force on underlying engrams.

Engrams are mental image pictures of pain and unconsciousness the person has experienced.

When these are reduced, one has a SECOND STAGE RELEASE.

THE WHOLE TRACK

Bits and pieces of the whole track remain after the locks, secondaries and engrams are reduced. These bits inhibit the being from recovering knowledge.

The Whole Track is the moment to moment record of a person's existence in this universe in picture and impression form.

When these bits are cleaned up, a being is a THIRD STAGE RELEASE.

THE REACTIVE MIND

When the pc has taken the locks off the Reactive Mind itself, using R6EW, he attains Fourth Stage Release.

THE REACTIVE MIND

When the entire Reactive Mind has been erased and the person is again wholly himself, one could call it a Fifth Stage Release.

But that is really CLEAR.

OPERATING THETAN

When a being once more has recovered his full abilities and freedom, a state much higher than Man ever before envisioned is attained. This state is called *OPERATING THETAN*.

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HCO BULLETIN OF 22 SEPTEMBER 1965

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URGENT URGENT URGENT

**RELEASE GRADATION
NEW LEVELS OF RELEASE**

Further research has revealed additional data concerning Releases which makes it necessary to re-name the types of Release, or else deny preclears all the benefits available from states of Release.

As mentioned in earlier lectures there are several intermediate stages of Release between Level Zero and Level Five. I have finally isolated these and they agree with the Gradation Chart of Levels.

This changes also in some degree the upper levels of Academy training materials without actually adding any but only reassigning the same materials to different levels.

This discovery came out of a survey of the only things that could balk a case. These also are the main things an auditor has to be careful about in pcs. Further study revealed the state of Release to be available on each of these points and that therefore, both to make Releases and better trained auditors, these were fitted in to the Gradation Chart in natural sequence as the dominant points stressed on each level.

The points are the same as those covered in the current "Out Tech" Bulletins and lecture.

They are:

Communication
ARC Breaks
PTPs
O/Ws
Continuous Overts

So as to minimize any upset in introducing these additional levels of Release we will cease to call Release by *stages* and call them by *Grades*. In earlier material and lectures the terms "Ist Stage Release" indicated a person released anywhere between Level Zero and Level IV, a "Second Stage Release" indicated a Power Process Release, a "Third Stage Release" was one made by orientation processes and a "Fourth Stage Release" meant one made by R6 EW. This was before I found that the additional levels were important or obtainable. Without wiping out the meaning of these "stages", we will simply cease to use them to designate Releases and designate by GRADES. We will then use the exact processes of the grades that obtain the state of Release for the preclear and thus keep things straight.

This then is the new Grading:

Type of Release *Type of Process*

Grade VII - CLEAR

Grade VI Release - R6 EW

Grade V Release - Power Processes

Grade IV Release - Service Facsimiles

Grade III Release - ARC Break Processes (old R-4-H renamed R-3-H)

Grade II Release - O/W Processes (including the "Joburg")

Grade I Release - Problems Processes (such as Probs Intensive or CCHs)

Grade 0 Release - Communication Processes

Any one of the above group of processes can (and should be) run to a Floating Needle (and not one command beyond it).

With auditors warned of the consequences of running beyond the state of Release and people easily rehabilitated to the state even if it is overrun, it will be found that the state is attainable at each level with smooth auditing.

This ties smoothly into training as a class of auditor is capable of making a class of Release.

Knowing why people Roller Coaster (Potential Trouble Source) and what an SP (Suppressive Person) is and by carefully handling training of auditors in accordance with the "Out Tech" materials we can easily attain these states for preclears.

The discovery is actually contained in the first material issued that calls attention to not further auditing Releases. They could have their ARC Breaks, PTPs and Overts handled. This when I followed it up showed that additional Release states existed for these types of phenomena.

There are some additional processes that can be run at certain levels and as these are proven out they will be added as alternate processes to the level. However, it will be found that when a preclear goes Release at a Grade, it will not be advisable to further audit him or her in that grade on an additional process once the phenomena of Release has been attained for that grade. It may be that if a pe fails to go Release on the recommended process for that grade, another process for *that grade* included under the type of process for that grade may be used. For instance, on Problems, the pc does not go Grade I Release in the regular buttons of a Problems Intensive. Other buttons may be found and used. Or the preclear may be run on "Rising Scale Processes" or another process listed for that grade, *all* toward the goal of making the pe a *Release from P~vblems*. You don't run a pe on the next grade just because you couldn't Release him on the lower grade. You run the additional processes of a grade until he releases at that grade.

At Grade Zero you run Comm Processes of whatever kind until you have a Grade 0 Release. That means a "Communication Release". Then you do the same at Grade I and run *any* version of problems, that affects the person's problems until you have a Grade I Release, a "Problems Release".

Therefore you are releasing the person on certain *subjects* at each grade. The scale can then be written like this.

Grade VII CLEAR - Bank Erased

Grade VI Release - Whole Track Release

Grade V Release - Power Release

Grade IV Release - HABIT Release

Grade III Release - ARC Release

Grade II Release - Overt Release

Grade I Release - Problems Release

Grade 0 Release - Communication Release

You can readily spot that under each of these headings we have several effective processes in addition to a principal process.

The most indicated processes for these levels are listed in the first list of grades above.

If a former Release went Release on, let us say Problems, he can be rehabilitated on the Problems Release and then audited on any of the other grades from IV down. In short, anyone who went Release on one of these Grades from IV down may not be audited further on that grade but can be released on any one of the other grades 0 to IV omitting only Grade I Release, Problems.

Of course from V (Power Processes) on up it becomes improbable to run a lower grade but it possibly could be done on some cases. However, a Grade VI Release (R6 EW) can't possibly be run below Grade VI. And on a Clear, there's no bank at all, only freedom.

It's also noteworthy that it's all but impossible to do Grade V, Power Processes, on a former release that has not been fully rehabilitated on the lower grade.

In training it is therefore necessary to put a Meter in the hands of a student at Zero and have him able to clean Tone Arm action well at Level I, be able to detect and clean reads at II and not clean cleans, be able to assess at III and find Service Facs at IV.

This means also that at Zero you teach the student all about Communication, its formula and the Comm Cycle and TRs. At I you teach repetitive commands, problems intensives (assessed by an upper class auditor as we used to do) and the CCHs (which pull the person out of problems and into PT). At II you teach a student all about STUDY (the genus of overts is the *misunderstood*) and O/Ws. At III you teach the student all about ARC and ARC Breaks and assessment and how to do old R-4-H in full and expertly. And at IV you teach the student all about "Deds" and "Dedexes" (History of Man) and justified O/Ws and Suppressives and PTs and how to find and run Service Facs. And at V you review the student and classify fully all lower grades. And at VI you teach the student all about R6 and how to do R6 EW and as the student moves to VII you teach Power Processing and give the student the final materials to go on to Clear himself.

As I promised to do some time ago, that neats up all training into a form that can be firm, finally published in eventual book form, and which puts the stress on the most important data in auditing.

Parts of the mind, Codes, scales, other background data can be woven into the proper levels without overloading any.

Obviously then, you teach the student the theory in the Certification course and the drills and key processes for the grade in the Classification course of the proper level.

This neats up both training and processing, releasing and clearing.

This does *not* prohibit one from handling ARC Breaks or PTPs or overts in rudiments at any level, really. Handling a rudiment is just getting the pc going. It puts the heavy processes that handle ARC Breaks in life and the past, the problems, etc each in its proper level.

The rule applies that you must not overrun one of these heavy grade processes and must halt it the moment a free needle appears on it. Or if the TA goes out of it and it hasn't released the pc and hasn't been overrun another process can be run for that grade to handle the subject of that grade.

But I think you will find that the primary process of the grade will do it uniformly if well audited,

Here then is the additional data that belongs on your Gradation Chart and modernizes it.

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 HCO BULLETIN OF 27 SEPTEMBER 1965

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**RELEASE GRADATION
 ADDITIONAL DATA**
 (Supplements HCOB 22 Sept 65)

The Grades of Release as covered in HCOB 22 Sept 65 have been named and will be found, with auditor classes, in the ROUTING CHART of 26 Sept 65 being issued with "Auditor 10" in October 65.

These Grades and names are final, and they designate what is to be run on the pc to obtain the various states of Release.

A table follows:

<i>Grade</i>	<i>Name</i>	<i>Materials</i>	<i>FormerName</i>	<i>Where Done</i>
Grade VIII	Operating Thetan	RI Drills	Operating Thetan	Saint Hill
Grade VII	CLEAR	Clearing Course	Clear	Saint Hill Solo
Grade VI Release	Whole Track Release	R6 EW	Stage 4 Release	Saint Hill Solo
Grade VA Release	Power Plus Release	Added Power Process	Stage 3 Release	Saint Hill by Class VII Auditor
Grade V Release	Power Release	Power Processes	2nd Stage Release	Saint Hill by Class VII's
Grade IV Release	Ability Release	Service Facsimiles	None	Saint Hill or HGCs-Any Class IV or above
Grade III	Freedom Release	R3H None ARC Breaks	SH or HGCs	Any Class III or above
Grade 11 Release	Relief Release	O/W Processes Missed w/hs Joburg	None	SH or HGCs Any Class 11 or above
Grade I Release	Problems Release	Probs Intensive Any Problems Process Hidden Standard- Book of Case Remedies	None	SH or HGCs Any Class I or above
Grade 0 Release	Communications Release	Level 0 Processes (0-0, O-A, etc)	Keyed-Out Clear Book I Clear	SH or HGCs Any Class 0 or above
Ungraded	Scientologist	Assists of all types	None	Anywhere-any Qualified auditor or Scientologist

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.

It is also obvious that as these states all existed before they were discovered then REHABILITATION OF FORMER RELEASE is addressed to rehabilitating these grades. When rehabilitation is done and the state recovered for the pc a "GradeRelease" *for the Grade actually recovered* is issued.

The SAME rehabilitation processes as issued are used for every type of Release.

Prelears were sometimes released in more than one grade and *Former Release is* rehabilitated (and sold) for each grade the pc was formerly released on.

All grades formerly attained must each one in turn be found and rehabilitated and each one is separately declared by Certs & Awards. Therefore a pc going release on a simple Qual. Division check out *must* be urged to get a rehabilitation as *there may be* other former release states there and for anyone rehabilitated as a former release many other grades (as per chart above) are available to be audited up to.

REHABILITATION OF FORMER RELEASE

Technically you will find just these phenomena as given in the Routing Chart of Auditor 10 and the 22 Sept HCOB were the subjects of release.

Sometimes a pc was according to him released formerly on some other process or subject than those given on the Chart. You will however find that it relates to one of the Grade Subjects (Comm, Problems, O/W, ARC Brks, Service Facs, as the total of the Grades up to IV).

Example: Pc reads as Released on CCHs. OK, that was a Problems or a Comm Release. Why? It was because pc came to PT away from his problems of the past or because pc got into comm with the universe. Just decide which.

Example: Pc checks as Released on the button "Importance", run in brackets or concepts. This wasn't any Grade VI Release! It was probably Problems that were cleaned up or even O/Ws; therefore it was a Grade I or II.

You have to see which Release Grade it was and that's easy since the pe will tell you even without your asking that he "got over his ARC Breaks" or "His problems didn't worry him".

On old time processes, R2-12, Rising Scale, even Engram Running, the point where Release was attained was because a Comm block, a Problem, an O1W, an ARC Break cleaned up. It wasn't the old process that determines the Grade the pc was formerly released at so much as *which of* the Grade subjects were relieved at the time.

ERROR

The biggest error you can make in rehabilitation *of* a former release is to grade him too high and by-pass available charge for further releasing.

In the earlier grades you can go from Grade IV Release to Grade 0 Release to Grade 11, etc.

They are not entirely consecutive from 0 to IV. They are from V up.

For instance you rehabilitate a pc as Grade 11 Release (overts and withholds) by standard rehab approach. He is then declared a Grade 11 Release *of* course. However he can be run on Comm Processes to obtain Grade 0 Release or on Problems to obtain Grade I Release and better had be.

As we have formerly released so many on so many different processes the background for rehabilitation is ragged at this time.

New people can be moved up smoothly from Zero to IV. Older Scientologists will go up and down from Zero to IV.

You will find at times that somebody you are trying to audit to a certain Grade suddenly recalls being released at that Grade. The proper action then is rehabilitation *of* the Grade, not continuing to run the Grade.

All this is really quite simple.

The BIGGEST error is and will continue to be not noticing a state of Release occurring while running a process and then overrunning it and engulfing it. You don't always see the free, floating needle-it is at times brief.

NERVES

For a while auditors will be very nervy and err by under-running processes and failing to flatten them. Some auditors will see a floating needle everywhere. Some will remain blind to them and grind on and on.

The thing to do is eventually find the happy medium. Don't under-run or overrun. Just notice when the process has produced a floating needle and carry on when it has not. And listen for those big pc upsurges in tone and halt there. And watch for the rising Tone Arm that goes to 5. Mostly it's an overrun. But some pes who always were at 5 weren't ever formerly released and will need Power Processes to get them started. Power Processing also combines a lot of lower grade results also. But it is hard to Power Process pcs who have never had lower grade releasing. The Power Processing becomes *very* lengthy. However, real tough cases can't attain lower grade release states and so have to be Power Processed at once instead of after properly attaining the lower grades. These "at once" Power Process cases, who have had no former release grade are pretty Suppressive. However, some pcs' Tone Arms can be at 5 and the pc can act Suppressive if it all stems from unnoticed lower Grade releasing that was never observed or rehabilitated.

It is interesting that a Grade V Release (Power Process) cannot thereafter be processed below his Grade. But this is a new set of processes. You won't find any Former Release Grade Vs. They just never made Grade V before, even by accident.

Grade VI Releases (R6 EW) don't easily respond thereafter to Power Processes. But remember, that's a Grade VI Release, not somebody who came up with a few bits of R6 EW.

You can't run a Grade VII (Clear) on anything but he can be drilled on getting about the universe and getting familiar with himself and what he can do.

Grades VI and VII really cannot be successfully audited except by oneself-solo. If somebody else *did* audit them on a pc, the pc would not prosper. He'd be a fool and quite confused. These Grades (VI and VII) require knowledge. Without it it's pitiful. Auditors who have tried to audit raw meat pes on these Grades have gotten into serious messes not with us but in their own activities-all stemming from trying to make a baby be vice president in six easy lessons. Two such auditors blew Scientology-they themselves had no real data or release grade or even case gain yet they tried to use VI materials on raw meat and it all went wrong and the pcs today mostly snarl and natter. Their way is barred by their antagonism.

It takes a real thetan to stand up to VI and VII. Ask somebody who has been there.

I trust these new Grades I found will help straighten out a lot of things.

L. RON HUBBARD

LRH:ml.cden

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HCO POLICY LETTER OF 17 NOVEMBER 1969

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GET THIS REMIMEOED AND ISSUED TO YO UR STAFF A T ONCE

URGENT-IMPORTANT

DIANETICS AND SCIENTOLOGY SERVICES

This Policy Letter cancels:

HCO Policy Letter 5 May 1969 "Sub Zero Grades"

HCO Policy Letter 17 May 1969 "Dianetic Auditing of Scientology Pcs"

HCO Policy Letter 26 Oct 1969 "Class VIII and HDG"

Dianetics is not a prerequisite for pes to be audited on Scientology grades.

On the contrary. PCs CAN BE STARTED ON SCIENTOLOGY GRADES.

LRH ED 13 June 1969 states, "But mainly don't abandon any Scientology actions. Keep on doing these. Put somebody in charge of the Dianetics Programme and keep Scn going."

It is TRUE that pes who are trying to handle psychosomatic illnesses with grades, wind up at "OT" still trying to cure a headache. But what is a psychosomatic illness? What does that mean? Migraine headaches and chronic pains. How many pes are like that? Only a small percentage,

It is TRUE that pcs who need medical treatment should get it and then be audited on Dianetics.

It is TRUE Dianetics handles aches and pains, accidents and illness and is a vital auditing tool.

BUT IT IS ALSO TRUE THAT A LARGE PERCENTAGE OF PCs CAN GO STRAIGHT TO SCIENTOLOGY GRADES.

Every test case of the original Dianetic programme was already a Grade IV or even VA release. This means Dianetics was done after Scientology grades.

It is TRUE that a Class VI auditor also has to be an HDC. This has been policy for the last five or six years.

An HDC is not really a prerequisite for a Class Zero. It looks that way on the chart. It is true he'll be a better zero (or 1, 11, 111, IV) if he's first an HDC. BUT IT ISN'T REQUIRED.

Many pes find Dianetic auditing too steep a gradient and start better on level zero. When they are Grade IV they run fine on Dianetics and Dianetic Triples.

One way to do it is Scientology single grades, Dianetic triples, Scientology triples.

An HAS or the lower level Scn basic courses start people off great.

Now because you are being told you shouldn't drop any Scientology actions DON'T now drop all your Dianetic actions.

Follow **LRD ED 16 INT** 13 June 1969. Put your Dianetic actions in as a Dianetic Programme under an appointed person and get on with the Scientology actions that never should have been dropped.

Sign up new people on this basis.

1. "If you have psychosomatic illnesses sign up for Dianetics. We'll get you examined by an MD and handle it."
 2. "If you are not physically ill, sign up for Scientology."
- sick pc is channeled by the registrar and Tech See into Dianetics.
 - fairly healthy pc is channeled by the registrar and Tech See direct into Scientology grades.

On a pc who is signing up for Power, if earlier Sen results were poor, put the pe onto Dianetics as this is a hidden psychosomatic illness.

- healthy pe can go from Sen grades to Dianetics to Power.
- student can start on level zero. Or if the centre doesn't teach levels then he can go onto the Dianetics course.

If the Dianetics course is widely taught by groups and Franchises most students will already have had it when they get to an Academy or a Saint Hill.

Really good auditors are good on Dianetics. If they can audit Dianetics they will be good Sen auditors. So it is a good point. The techniques of Dianetics are very simple and show up the auditor as good or poor. But this doesn't stop you from entering an applicant in an org straight onto Academy Sen courses.

Without creating any confusions or difficulties each and every Org, Centre, Franchise and group must get this implemented fast.

YOU CAN SIGN PEOPLE UP DIRECTLY FOR SCIENTOLOGY AUDITING OR TRAINING-Allowed Services Policy still applies,

Dianetics is designed to care for psychosomatically ill people or to get charge off a case before or during upper level actions.

The intention of the whole Dianetic programme was to reach out, putting a type of training in the field and to handle cases of psychosomatic illness.

You can put a pc on Dianetic singles or triples anytime during his auditing career. It will have to be sometime but his physical condition says when. There is no other policy on this.

An, auditor can be trained on Standard Dianetics anytime in his career. The only policy on this is that an auditor must be an HDG before Class VI and every VIII must be also an HDG. Dianetics training to HDC can be done in the field if the Supervisor is an Sen org HDG. Only official orgs can train to HDG. Just like it said on the Dn Graduation tape.

Don't now drop Dianetics. Get Scientology back IN.

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Brian Livingston
CS-1
From notes by

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 10 MAY 1970

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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 pe may not proceed.

The examiner is permitted to ask the end phenomena question for that grade. If the pe 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 pe 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 pes 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.

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HCO POLICY LETTER OF 9 JULY 1962

Sthil

Student

SPECIAL BRIEFING COURSE

The Saint Hill Special Briefing Course has certain distinct purposes.

The course was begun to do two things:

1. To study and resolve training and education;
2. To assist people who wanted to perfect their Scientology.

There has been no change in these purposes.

The first is succeeding very well. The second is achieving world wide recognition through people who have been here.

OPERATING PRINCIPLES

The Scientologists studying here are supposed to concentrate on only three things:

- (a) The acquisition of the ability to achieve a rapid and accurate understanding of data given to them for study and to put that material into effect;
- (b) To achieve auditing results;
- (c) To get a reality on the achieving of auditing results by exact duplication of current methodology and not by additives or extraordinary solutions.

If a course attendee can achieve these things Classification is inevitable. If all three things are not achieved, I refuse Classification on these grounds alone.

If an Instructor ever wants to know what he should be doing, examine (a), (b) and (c) above, regardless of any other policy or sheet. This is so thoroughly the case that an Instructor should not feel called upon to solve any student's problem by any other action than referring the student to the exact bulletin, tape or policy letter or advices covering the question's data, and by checking out the student's data, drill or action in the three course sections. To do more is to defeat the course purposes for the students.

All student difficulties and even depressions and threatened departures stem not from failure to handle the student, but failure to get (a), (b) and (c) into exact and forceful effect.

- The student who wants to know how to complete this course easily need only understand and perform (a), (b) and (c) above.

Every time a student violates one of the three requisites above, I take special note of it and even if the student's check sheets were crowded with passes, given enough violation of (a), (b) and (c) I will not finally classify that student, for to classify such a student would be an overt.

A student who never misses on the E-Meter, can do the standard requirements of a session, gets fine results. Thus every time I see (c) violated I know that (a) has also been violated and act accordingly.

If I see a pc looking bad, I know that (a) has been violated and (c) as well and always find this to be the case every time I look into it.

The student should realize there is no "getting by" and no "fair" grade on this course. The Instructor who accepts less than perfect in all Theory and Drills and Auditing is setting up personal problems and blows. And the student who protests against perfect performance required is committing his own subtle suicide.

This is a tough course. Only become upset if it is anything less than tough. A lot of future depends on it.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 NOVEMBER AD 12

Sthil
CenOCon

PURPOSE OF THE SAINT HILL SPECIAL

BRIEFING COURSE

The purpose of the Saint Hill Special Briefing Course is first, foremost and only to make Clearing Auditors.

Clearing the student is incidental to teaching the student.

This to some degree is a shift of emphasis. It is made to reduce time spent on course.

It is impractical to treat this course as an HGC as clearing can be done more easily off the course under less hurried conditions.

Were we to turn Saint Hill into an HGC Scientology would bog down everywhere.

I agree it is desirable to have a cleared auditor. It is also true that auditors' cases get in the way of auditing. It is also true that clearing can happen, is happening and will continue to happen without cleared auditors.

At Saint Hill our responsibility is to train auditors.

It is the students' responsibility during and after Saint Hill to get clear.

By treating Saint Hill as an HGC, we could clear every student present. But also, by treating Saint Hill as an HGC we would bog down Scientology everywhere.

Training is hereafter limited to 16 weeks with one month's extension in special cases. Students are now arriving better prepared and the clearing technology being taught at Saint Hill is now standardized.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 MAY 1961

Sthil

**STUDENT TRAINING
AUDITING HAS PRIORITY**

Auditing the student in the Saint Hill briefing takes priority over all other activities.

No auditing period assigned may be postponed or altered for any reason such as training, giving assessments to others, etc.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 OCTOBER 1961

Sthil Briefing Course only

EXAMINATIONS

(Effective until further notice)

Beginning October 23rd, 1961, all students are expected to pass five examinations per week.

In the event that a student does not pass five examinations in a week his or her daytime processing (but not evening) will be omitted the following week.

There is no limit on the number of examinations a student can have and fail or pass. However, a student seeking to learn the examination by continually taking it will, on such finding, be given a special examination at the discretion of the examiner.

The whole effort of this proceeding is to raise auditing skill by raising auditing knowledge. And if a person cannot keep up with his studies, his or her processing is omitted to give him or her more time to study, as it is obviously lacking.

It may not be a sin to audit to a lose. But it's surely one not to know and be able to communicate the data of how to do it correctly, particularly after being at Saint Hill.

L. RON HUBBARD

LRH:imj.cden

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 OCTOBER 1961

Sthil

NEW STUDENTS SEC CHECK

All new students arriving at Saint Hill shall be given an appropriate Form 7 before final acceptance on course.

An Instructor is to administer it.

L. RON HUBBARD

LRH:ph.rd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 DECEMBER 1961

Assn Secs HCO Secs

**SAINT HILL TRAINING
CANDIDATES FROM ORGANIZATIONS**

Persons being sent by organizations (Central Orgs, City Offices) to Saint Hill for training should be selected on the basis of:

1. Past Training. The more the better.
2. Seniority. Must have been with the org a long time.
3. Contract. Must be under long term contract to work with the org on return-2 years.
4. Executive status. Must have had and successfully held executive status.
5. Auditing Record. Must have had a good record as an auditor.

It takes a lot of hard work at Saint Hill on my part, Mary Sue's and the Instructors to make auditors out of those sent.

In four cases, the student sent felt he wanted no training really, only the Importance of it.

In all persons sent, no visible signs of any prior sec checking could be found. Their Joburgs (Form 3), Form 6 and Childhood Form had no signs of ever having been done.

To get an organization person to Saint Hill and home again with any despatch, the organization should, on that person before leaving for Saint Hill:

1. Get a Joburg (Form 3) FLAT.
2. Get a Form 6 FLAT.
3. Get a Childhood See Check FLAT.
4. Get E-Meter Essentials 100% perfect.
5. Get the TRs FLAT.

These items are taking the most time. Then we can get the person back sooner.

Without these and a Problems Intensive, general O/W and ARC Process 61 all flat, a student *cannot be assessed* accurately or easily.

I must pass on, well in advance, any application to send a person to Saint Hill and I must have:

1. Evidence of the above.
2. The person's auditing record.
3. The person's folder (synopsis of) as a pc.

Any reason for a City Office's or a Central Org's difficulty in making it, if any, is howlingly evident in the Joburg and Form 6 Sec Checks we do on them, and in their general low level of skill in handling meters, TRs and Model

Session. It's pretty wild. It's a 'How on earth can you walk?' attitude here. It's that bad as seen in their see cheeks and basic skills. You can improve this by stressing Class II and you should.

And before you send anyone to Saint Hill, cover essentials, please.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 DECEMBER 1961

Sthil

TRAINING ACTIVITIES

(Effective at once)

Students: A student on arrival will be assisted in finding quarters, will be given a See Check and will be assigned to auditing in Class 11 skills in a common room.

As soon as proficient at Sec Checking and other Class 11 skills and has been classified, the student will be permitted to assess a 31) under supervision.

Regardless of classification when a student has received in the common room all preparatory steps as a case to be assessed, the student will receive a 31) assessment and run.

Conditions of departure: When the student has passed examinations for Class II and has received a 31) assessment and has been run on it sufficiently to secure his case from relapse, he or she may be considered course completed. The student may or may not classify for Class III award on departure.

Instructors: There will be an instructor in charge of the common room who will supervise all basic auditing.

There will be an instructor in charge of all bulletin and tape studies and examinations.

There will be a case supervision instructor for 31) assessments and runs. This instructor does 31) item checks and incoming See Checks.

Administrator: There will be an administrator who will answer all correspondence, see to all room bookings, preparation of student packets and inimeos, care of auditing room assignments, case folders, student messages and related matters.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 FEBRUARY 1962

CenOCon

RESTRICTION ON SAINT HILL AREA

(Amends HCO Pol Ltr of 20 December 1960, same title)

It is laid down as a general policy that no professional auditor shall set up a full time Scientology practice, or remain in active full time practice, within a radius of 20 miles of Saint Hill.

This is now specifically intended to apply to auditing of whatever kind within this area.

If any auditor has a good and valid reason for auditing within this geographical area, he or she should seek prior permission and approval from me in writing, informing me fully of the circumstances which make it necessary.

No such auditing may be done without my prior permission and approval.

Permission will not be unreasonably denied to bona fide auditors who are in good standing with HCO.

This also applies to Saint Hill Briefing Course Students on other than fellow students.

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[Note: The amendment was the addition of the last five paragraphs.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 FEBRUARY 1962

Sthil

3D CRISS CROSS ITEMS

All items found by 3D Criss Cross must be checked out for consistent read by an Instructor before being placed on a pc's Line Plot.

The item must be checked out by the pe's auditor first as usual before being checked out by an Instructor.

An Instructor is only to see if Item reads consistently on meter and to instruct student appropriately if it does not. The Instructor is not to find the correct item but direct that it be found.

Completeness of list is not to be otherwise checked or checked separately.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 FEBRUARY 1962

Sthil
HCO Secs
Assoc Secs

SAINT HILL RETREADS

(Amends HCO Pol Ltr of December 19, 1961)

If a student has exceeded eight weeks initially on the Saint Hill Special Briefing Course, he or she must pay for weeks of retreat, if returning to Course for further training, at the rate of \$50.00 or £ 18.0.0 per week, which is half the weekly cost of the original course,

When a student has been terminated he or she has the right to extend by paying the weekly retreat fee from the date of termination.

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[Note: The amendment is the addition of the last paragraph. -Ed.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 MARCH 1962

Sthil

STAFF TRAINING

HCO WW qualified Scientologists will be rotated through the Special Briefing Course, one month at a time unless individual protests are made.

It is my aim to get all qualified personnel a full Class 11 at this time.

This can only be done by actual course attendance. Pay is not affected.

This also gives me an opportunity to give course instruction personnel a break and get them their classifications as well as administrative experience.

An Income Division personnel should be acquired to give us the extra person needed.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JULY 1962

Sthil

COURSE ROTATION

Saint Hill staff will not now be rotated through the course.

Instead, Reg Sharpe has signified he will check them out on HCO Bulletins, Tapes and Practical.

Further, we are looking for a Class III Auditor to clear Saint Hill staff.

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HUBBARD COMMUNICATIONS OFFICE
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Sthil

HCO POLICY LETTER OF 9 JULY 1962

Sthil Staff instructors

**MIMEO AND MAGAZINE DISTRIBUTION, STHIL
COURSE**

All HCO Bulletins and Information Letters issued, and any Policy Letter marked Sthil, Student, go to instructors and students, one copy to each. There are no excepted HCO Bulletins or Information Letters in this regard.

A supply of HCO Bulletins but not Information Letters are given to the Theory Supervisor in the training office.

The Theory Supervisor should inform Mimeo routinely each week of the number of students on course and instructors and the extra bulletins needed.

This order back dates to the last six HCO Bulletins issued.

OFFICE, DOMESTIC AND GROUNDS STAFF

Office, Domestic Staff and Grounds Staff receive one copy each into their baskets of all Policy Letters marked "Sthil" but no others, and one copy each of every Information Letter issued, and one copy each of every Certainty to be mailed.

SCIENTOLOGY STAFF

Scientists on staff receive, into their baskets, one copy each of every Policy Letter and every HCO Bulletin, every PAB and every Certainty.

LRH BASKETS

I receive one copy of everything issued by mimeo or mailed by reception.

There are no exceptions or further issues than the above.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
(Re-issued from Washington DC)

HCO POLICY LETTER OF 12 SEPTEMBER 1962
Issue 11

CenOCon

SAINT HILL GRADUATES

This is repeated policy on the subject of Saint Hill Graduates and *Administration* and an extension of that Policy.

No Saint Hill Graduate may be used in an Administrative position. Amongst administrative positions are included those of Director of Training and Director of Processing.

A Saint Hill Graduate may be a Technical Director to an Organisation only until such time as the individual skill of the various auditors in the Organisation is improved to a point of high effectiveness. After that point is reached it will require special permission from me personally before Saint Hill Graduates may be continued on the post of Technical Director.

I will not grant permission for a Saint Hill Graduate to be used as Director of Processing or Director of Training at this time.

If a Saint Hill Graduate is occupying the post of Organisation Secretary or Association Secretary this post must be combined with a certain amount of auditing, namely goals checkouts.

The auditing of a Saint Hill Graduate may not be sold as such for the entirety of an auditing course.

The activity of a Saint Hill Graduate at this time in any Central Organisation shall be related entirely and strictly to the finding of goals, either as Staff Goal Finder or HGC Goal Finders. There will be no relaxation of this policy.

At once if above policy is being violated in any way, reorganise your staff to comply.

A Saint Hill Graduate may not be used to list goals on someone aside from the few goals listed in the term of a Dynamic Assessment. Nor may a Saint Hill Graduate be used to list items on a preclear after goals are found. These actions must be undertaken (the listing of the first 850 goals and the listing of items on multiple lines to the state of clear) by qualified HCAs only,

For the time being until further notice no Saint Hill Graduate is considered other than a Goals Finder and a Class III auditor is qualified to find goals on a temporary status of Class IV until such time as he or she has proved himself or herself as a goals finder and the class is confirmed or has not proven himself or herself as a goals finder.

These policies are the result of numerous conditions and omissions that have come to my attention in recent weeks wherein Saint Hill Graduates are being used wastefully and where clearing is not being made to progress and where Organisations are not giving any attention at all to clearing in its furthest finest sense for HGC preclears and Staff Members.

Other Policies of similar date or near date cover Staff Clearing Programmes and will cover HGC Clearing.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 SEPTEMBER 1962

sthil Students

CO-AUDIT UNIT

Those terminated from the Saint Hill Special Briefing Course may join the Co-audit Unit, listing their goals to clear.

They keep usual class schedule in auditing but attend no other classes.

One of themselves is to be in charge of the Unit and will be known as the Auditor-in-Charge of Co-audit. This carries no pay.

Reg has volunteered to pass them on bulletins if they will study evenings.

They may be admitted to lectures and TV demonstrations.

They are not otherwise enrolled, are no longer bound by course regulations, and may depart when they like or when terminated from the Co-audit.

From the state of those in the field whose goals were not listed to clear before departure, I would say this action, done here, is very desirable.

Once having departed from the Co-audit, after an absence of one week, the student may not return to course or Co-audit without enrolling on a retread basis.

A member of the Co-audit may find goals on pcs outside Co-audit hours for classification.

There is no folder supervision on the Co-audit except by the Auditor-in-Charge.

CLASSIFICATION

Those who have found a goal on another, have their own goal and have completed check sheets on departure from course or the Co-audit will be classified as Class IV.

Those who have had their own goal found and have completed the check sheets designed by HCO Board of Review will be awarded Class III.

There are no other designations now except in special cases at my discretion. All students not classified are otherwise given a Course Incomplete. Those who left without my permission are designated as Departure Unauthorized.

L. RON HUBBARD

LRH:gl.oden

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[See also HCOPFI, 2 October 1962, Temination & Classification, page 415.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 SEPTEMBER 1962
Issue 11

Stbil Students

PAY FOR GOALS FINDING

If a Co-audit ex-student is finding goals for classification, any received pay for the auditing renders the finding invalid so far as Classification is concerned.

In short, paid-for auditing does not count toward the goals necessary for Classification.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 SEPTEMBER 1962

Central Orgs Franchise

**SAINT HILL BRIEFING COURSE
TERMINATIONS**

When a student is terminated from Course he or she comes under the HCO Board of Review for classification. Then follows a provisional period whilst the student's progress and results on Course are reviewed.

The following is pertinent to classification: state of Check Sheet, student's own case, results of student as an auditor.

Further, during the provisional period students will go into the Co-audit group where their auditing ability and case advancement will be further reviewed.

No student will be classified until his/her case is in good shape.

Issued by: Reg Sharpe
HCO Board of Review
for
L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 OCTOBER 1962

CenOCon Sthil

TERMINATION & CLASSIFICATION

(Clarifies but does not change HCO Policy Letters of
Sept 20 and Sept 28, 1962 and changes all previous
Policy Letters on Classification including Policy Ltr
of Sept 20 AD 12.)

Classifications and designations given at Saint Hill are as follows:-

Class IV with Honours-check sheets complete, student clear, three goals found on others (including refund goals).

Class IV-check sheets complete, new first goal found on another by Dynamic Assessment, goal found on self and proven by listing.

Class 111-check sheets complete, goal found on self and proven by listing, good case condition.

Course Completion-complete check sheets.

Course Incomplete-incomplete check sheets or too many infractions on record.

Departure Unauthorized-incomplete check sheets, case in poor condition, permission to leave not granted by myself personally.

Complete Check Sheets

A student must have complete check sheets for any classification.

Goal Found on Self

The goal found on self must be proven by listing to be *the* goal.

In some cases this may be extended, for political, auditing or case reasons, to the second or even the third goal.

It is almost certain, in a matter of too many infractions and especially infraction of Rule 28, to refuse classification on the basis of only one goal found on self.

Goals Found on Others

A fresh first goal must have been found on the pc, not refund, to award a Class IV in addition to the other requirements above.

This goal (or goals) must prove out by listing. If a goal fails to prove out, it does not count and, if Classification has been granted on the basis of it, the Classification may be reduced.

Judgment

Certain leeway may be granted by the HCO Board of Review and myself in the requirements of Classification. As turning out a bad auditor will be an overt on many pes this leeway is more likely to be advanced than relented. More requirements may be asked than the above for Classification or Course Completion to assure us of actual skill or case condition.

Co-Audit Status

Termination means in fact that the student has passed out of the course but under HCO for the purposes of completion of requirements, excess requirements or examination. As no further meeting of requirements may now be undertaken after the student has left this vicinity, it is very advisable to complete all classification requirements before departure, as the classification, dictated by the above policies and judgment, will be that student's classification until retreaded at Saint Hill.

Termination

Termination does not mean Classification.

A student may be terminated from the Course and transferred to the Co-Audit Unit (see HCO Policy Letters of 20 Sept and 28 Sept 1962) at any time after he or she has completed 16 weeks on course. Any additional weeks are granted by special permission.

Extension of time after sixteen weeks is by opinion of Mary Sue Hubbard and Instructors and must be finally granted by myself, but only if requested by Mary Sue and/or Instructors.

There are two conditions of continuation:

- (a) continuation at additional fee per week and,
- (b) continuation without charge.

Students who are doing badly, and especially those who have many infractions, should fall under (a) above. Those who have been doing well and are without many infractions are ordinarily considered, if continued by request of Mary Sue and/or Instructors, under (b) above.

Termination is not otherwise governed by rules, but is influenced by the state of the Course, the state of the student's skill, the state of the student's case, and other factors.

The fact of Termination does not determine Classification. Classification is a matter of the HCO Board of Review and my own determination.

That Termination has occurred guarantees no award or Classification.

A period after termination is necessary to establish the student's status by consolidation of records and a review or examination.

All records relating to the student, upon Termination, must be forwarded to the HCO Board of Review by Instructors, with a recommendation from the Supervisor of each Section and from Mary Sue. No Classification may now be awarded unless these recommendations exist and are in the hands of the HCO Board of Review.

It is the responsibility of the student that his or her records are complete and in the hands of the HCO Board of Review, including recommendations.

Mary Sue's or Instructor's Recommendations exist only if it is felt the student should be classified. Absence of recommendation can mean that no-classification will be awarded.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 OCTOBER 1962

Sthil

ROOMS, EMPTYING FOR CLEANING

Study rooms, the Pavilion, Chapel and Basement, must be emptied of all students by the respective Supervisors *in person* at the exact end of period at the end of the day.

Cleaning cannot be accomplished unless this is done.

Students are expected to be out of these rooms at 6 . 30 on the dot. Earlier periods get no extension time, why the last period of the day?

Provision for students eating supper in may be made but may not include the Theory Room, Pavilion or Chapel or areas that must be cleaned.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 OCTOBER 1962

Sthil

**Z UNIT
CASE REVIEW**

In view of the fact that auditors leaving here will be auditing without supervision, it is necessary that their judgment on clearing cases be increased.

Therefore, there will be no more daily supervision of Z Unit folders.

Instead, there will be a weekly or bi-weekly interview of the preclear and his or her auditor at which time the folder will also be reviewed.

In the meanwhile the auditor in Z Unit should be guided by the needs of the case and applicable bulletins and lectures.

This also serves to provide me with better data on the progress of each case as the interview will result in a written summary.

The auditor is responsible for the case in front of him or her in the session. In the Z Unit this will be the primary point of adjudication in classification. Did the auditor handle the case according to its needs in clearing?

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 OCTOBER 1962
Issue 11

sthil

CO-AUDIT SUSPENDED

The HCO Policy Letter creating the Co-audit of the Saint Hill Special Briefing Course is cancelled herewith.

Those auditors now on the Co-audit will be returned to course.

The auditing quarters used by the Co-audit will become part of the Z Unit.

Auditors who were on the Co-audit should return to regular class schedule.

Future terminations will end the student's time at Saint Hill.

The reason for this change is the slump in auditing formality by some auditors and the lack of progress of some cases.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 NOVEMBER AD 12

Sthil Course Only

DEPARTURE FORM
(HCO WW Form Dep/1)

Instructions: This form must be completed by a student before *Any Departure* from the Course. To fail to fill it out is to risk being published as Departure Unauthorized, and could mean as well certificate suspension in extreme cases. Route in the order below by ordinary despatch lines. Do not bring a body with it. Mark out the first line if it is being requested by the student.

Where a student is to be terminated without request, this form is circulated by the course supervisor. In which case the Course Supervisor marks out the request permission line.

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ORIGINAL COLOUR FLASH
BLUE ON WHITE
HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

FORM Dep/I

SAINT HILL SPECIAL BRIEFING COURSE

This student is being terminated.

I herewith request permission to leave course on (date)
because

Name	Date Requested
THEORY SUPERVISOR	I do (do not) advise the classification of this student because

Theory Classification
Completed

initial

PRACTICAL SUPERVISOR	I do (do not) advise the classification of this student because
----------------------	--

Practical Classification
Completed

Initial

AUDITING SUPERVISOR	I do (do not) advise the classification of this student because
---------------------	--

Auditing Classification
Completed

Initial

COURSE SUPERVISOR	I do (do not) advise the classification of this student because
-------------------	--

Classification Completed -

Initial

HCO, BOARD OF REVIEW	I do (do not) advise the classification of this student because
----------------------	--

Initial

L. RON HUBBARD	I hereby authorize the following classifica tion Class - and termination. I do not authorize departure
----------------	--

STUDENT	I accept the above classification or lack of it because I withdraw notice of departure
---------	--

Form must be sent to: COURSE ADMINISTRATOR	I have issued (have not issued) Classifica tions to this student.
---	--

FILE	Initial
------	---------

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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HCO POLICY LETTER OF 14 NOVEMBER 1962

TERMINATIONS FROM THE SHSBC

To Saint Hill Instructors:

Terminations will now be done on a time basis with classification matched to check sheets and accomplishment.

The essence here is-don't try to make an OT all in one course.

The criteria of an extra month beyond 16 weeks is established by whether the student has a chance to go clear in that month and by no other consideration. The slow student has had it at the end of sixteen weeks.

In this way we will make more progress. The slow student can return home, use what he or she knows, make some case progress and then return for a retread. The bulk of students leaving here get large case improvements at home. Therefore their next retread period will count. The fast student will probably go clear and more instruction will be available to help him or her do so.

These changes are dictated by increased effectiveness of terminology, minimal check sheet changes and by our limited space. I feel we can accomplish our job with a student now in 16 weeks if we really bear down. Students are arriving well briefed in most cases. Our job gets easier as we ship students out and technology accordingly rises in orgs and the field.

I am also about to condense most of their study tapes into bulletins which will save them time.

Your job is to bear down hard to get them looking good by the end of sixteen weeks and getting good results.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

CenOCon
Franchise
Field ,

HCO POLICY LETTER OF 23 NOVEMBER 1962

SAINT HILL RETREAD FEE

fee. The retread fee for Saint Hill Special Briefing Course is 50% of the regular course

A retread is sixteen weeks long.

Weekly retread fees are discontinued.

Once terminated, a student may only retread.

There are no special arrangements for retread or less time offered.

There is no time interval specified before a retread can be had.

Acceptance of retread on the course follows routine channels just as in original enrollment.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HOD POLICY LETTER OF 1 DECEMBER 1962

Sthil

V UNIT
NEW STUDENTS
SAINT HILL SPECIAL BRIEFING COURSE
(Effective December 3, 1962)

The V Unit is hereby created. It is also called the "2-12 Co-Audit".

The new students' time is more or less wasted up to the moment they have had a case gain on R2-12.

In times past, when we didn't have 2-12, we found they couldn't learn very much in their first many weeks.

If they can't learn well until they've had some 2-12, why are we trying to *teach* them 2-12? Our only salvation on this is just make them do 2-12.

I can take any group even raw meat and make them audit the most esoteric processes. Just put their hands on the controls and tell them to fly. And they will, so long as an Instructor is there to take responsibility for the mass sessions.

Therefore, with this policy letter, we abolish all pre-2-12 training including training on 2-12. There is no pre-auditing check sheet for running 2-12.

Under the supervision of the Unit Supervisors the new (or students who have not had 2-12 here excepting the Z Unit) students are put on full time auditing on 2-12. Hand them the bulletins referring to it but don't attempt *any* check out. No practical drills. No lectures or group briefing.

Just put them into teams and crowd them into doing it. When they don't know what to do next, they contact the unit supervisor and he tells them. And make them get 2-12 done.

Of course Saint Hill Instructors' confidence in a new enrollee is low. But this mustn't stand in the road of getting 2-12 done.

We are up against this proposition: before being run on 2-12 the student's learning rate is shockingly low. Training the student to run 2-12 is therefore a waste of time. However, the student must be run on 2-12. The saving grace lies in the virtue of 2-12 itself which gets valuable gains even when run clumsily, so long as it is run more or less muzzled. The solution therefore is to get 2-12 run without preliminary training but under the heavy supervision of the Unit Supervisors.

What space is used? Any space that can be pressed into service, (Town and Country Planning disallows use of the top floor.) The far end of the Pavilion could be used until the new building is built as Practical will get smaller for a while.

What time periods should be used? Two periods of 3 hours each every day.

The idea is this: the student is enrolled with the usual steps and is at once put to 2-12 full time. No further preliminaries, no check sheet, just a handful of bulletins, a meter, ballpoint, paper, a pc and a place to audit.

As soon as List 1 and List I A are checked out clean of reaction, the student is placed in W Unit and his training proceeds exactly according to existing pattern. The bulletins, tapes and drills of 2-12 are passed as part of the usual classes before Z Unit is entered.

Do not place *one* examination or requirement prior to *doing* 2-12 in the V Unit except enrolment.

Do not be diffident in making new students get this auditing done. And let nothing stand in the way of actual accomplishment of Clean List One and One A.

The Tiger Drill is a luxury. Ordinary Elimination works if the student can't T.D.

Supervisors are to check out RIs before they are opposed and lists when they are pronounced clean by the student. Any list which is found not to be clean is greeted with a 200 word infraction.

We can do this. Anything else puts us into the old merry-go-round of slow students and slow-gains, no-gains.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 DECEMBER 1962

Org Secs HCO Secs Franchise for Info

SAINT HILL SPECIAL BRIEFING COURSE

The number of students on this course in January AD 13 will be about a score.

In November 25 students were released to Orgs and areas to help get clearing going in the field. These are excellent auditors. One of them his first week in London cleaned up a hang-fire case and found two goals. The field and Orgs needed these people.

On the 21st of December we are releasing almost another score, fully versed in Routine 2-12, 3GAXX and R3-2 1.

We have begun to turn out auditors more rapidly. As we start them off their first day now on R2-12 and abolish their chronic PTPs, they then learn much faster and graduate sooner.

We will teach -students now in from 16 to 20 weeks so you can send us people and get them back as experts.

Our Instructors are seven in number plus the Course Administrator.

Clearing anywhere is held up only for lack of Saint Hill graduates. The HGC doing the most clearing has the most Saint Hill graduates.

The time to enroll a student is January and February. The summer rush starts in after that.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 DECEMBER AD 12

Sthil Students
Academies

TRAINING
SAINT HILL SPECIAL BRIEFING COURSE
SUMMARY OF SUBJECTS
BY UNITS

Please delete on Check Sheets any and all Tapes, HCO Bulletins and drills that lie outside these outlined subjects. This is a streamlining for the 16 week course. We assume now that the student can do old Model Session and a Problems Intensive of sorts when he or she enrolls. If not we will still omit.

V UNIT

Nothing but Co-auditing. No Check Sheets beyond Course Regulations. *Heavily* supervised R2-10 or R2-12 directed toward Results.

Basis for promotion to next unit-Clean List One on the student and has gotten startling results on a pe. No other basis for promotion. No time limit in unit. Any study time is spent on W Unit Check Sheets in Theory and Practical.

W UNIT

Theory-Usual beginning course fundamentals, but only GF Model Session. Lots of B's on Mid Ruds, Big Mid Ruds and Meter, TRs, havingness, CCHs, also HCO Bulletin December 8, AD 12. Assists.

Practical-TRs, Meter, GF MS only, CCHs. Assists.

The student must not be dragged out forever in this unit and be made to study very hard in it as it is without auditing. This is a sweat it through in a hurry unit. If student fails to get 5 passes each in Theory and Practical per week, is dropped to V Unit as low passes would clearly indicate more gains were indicated in the V Unit.

When Check Sheets for this Unit complete, goes to X Unit.

X UNIT

Theory-Everything relative to R2-12. More data on Mid Ruds. Tiger Drilling and Big Tiger.

Practical-All R2-12 Practical. Any drills omitted in W Unit. Tiger Drilling and Big Tiger.

Auditing- Rudiments, Missed Withholds and havingness. See HCO Bulletin December 8, AD12.

Basis for promotion to Y Unit-Check Sheets complete plus auditing requirement of being able to clean a pc's needle, get missed W/Hs and get a pc's havingness process.

Y UNIT

Theory-Everything relative to finding goals and clearing.

3GAXX, Routine 3-21, etc. HCO Bulletins on Wrong Goals, etc.

Practical-All Clearing practical, free needle, etc.

Auditing- Routine 2-12 and CCHs. Assists. Prepchecking.

Requirements for promotion to next unit, to smooth out a pc's line plot and pilot a pc through R2-12 with no difficulties because of dirty needle, incomplete lists, overlooking RSing Items, etc.

Line plot of pc must contain no by-passed Items, needle must be -clean and specified lists wholly nul.

Z UNIT

Theory-Additional clearing data. Form of the course. Scientology plans.

Practical- Review of drills, TRs.

Auditing Requirements-Goal found on self, goal found on pc with all Check Sheets complete, gives Class IV. If successfully up to date with all Y Unit Check Sheets and requirements passed, Class III.

If successful in auditing requirements of Y Unit but only up to X Check Sheets complete, Class II.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 FEBRUARY 1963

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CURRICULUM CHANGE

The following change in auditing for Units will go into effect Monday February 1 lth, 1963.
Y UNIT

Y Unit will revert to Missed Withholds and Prepchecking and will complete a Goals Prepcheek. All Y Unit auditing will be meterless, specializing in the observation of the pc, particularly coloration and apparent age.

Theory and practical for this Unit will specialize on R3-MX.

Any 2-12A cycle now in progress in Y may be completed by the current class.

R2-12A will be struck from all check sheets as fast as replaced by R3-M.X data.

R2-12A will be done in V Unit only.

Routine 3-MX only will be done in Z Unit.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 9 FEBRUARY 1963

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SAINT HILL COURSE GOALS

Students attending the Saint Hill Special Briefing Course will hereafter be terminated and returned only when clear.

As this action, by current technology, is not a lengthy process, (only very exact), it is not anticipated that the course length forecast of 16-20 weeks will suffer any great change.

Current students are being held to complete this desirable goal. New students are some of them even now being cleared in the V unit before actually beginning course.

Any retread student is acceptable on course and can be promised now to begin getting clear the first week on course. Retread is forecast as eight weeks where the student has his goal already.

The Practical Section has been strengthened to ensure accuracy and fast passage. The Theory Section is being simplified as all materials are being converted rapidly to the "act needs of auditing and clearing.

Saint Hill is gearing up for a busy spring and summer. We now have around sixty students and seven supervisors and instructors. Most of these students will have graduated, cleared, in March or April. We have only two "hung up" students who have not been able to pass course requirements over a long period, and these are both of them now being cleared and should be first goal clears by March.

Morale level on the course has never been higher. Saint Hill staff is clearing itself on a co-audit basis and all should be first goal clears by mid spring.

You may have been waiting for Saint Hill to start producing clears on an everyone basis.

This is now successfully in progress amongst students and instructors.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 FEBRUARY 1963

Sthil Students

AUDITING REGULATIONS

In auditing done on the Saint Hill Special Briefing Course, no matter what unit, the following regulations must be observed:

1. Ignorance of the student auditor of the rules of the process he is doing shall not be taken into account in any or all instances where a case is mishandled, gotten into difficulty or audited over a long period with no gain, and disciplinary measures will be taken without any attention to the student's lack of information.
2. Any student auditor, whether or not examined and passed on a technique, but doing that technique on a fellow student, and failing to achieve a result with that technique in a reasonable time, shall be transferred to W Unit, and shall have no auditing for two weeks.
3. Case responsibility shall be exclusively with the auditor and no plea that contrary data was given by an instructor or other person shall act as a defence in the event of case worsening or case difficulty.
4. If a student blows session it is wholly his or her current auditor's responsibility to retrieve that student.
5. A student receives auditing only so long as he or she gives good auditing.
6. A breach of the Auditor's Code by a student auditor just before or in session shall be deemed a misdemeanor.
7. Infractions for breach of auditing regulations may be recommended by instructors but may be given only by the Course Supervisor; the procedure being for the Instructor to pass the Infraction Sheet to the Course Supervisor for decrease, increase, cancellation or delivery to the student for the student's compliance.
8. Penalties are as follows:
 - (a) Failure to comply with instructions which failure might have resulted in slowing or worsening a case: 200 to 500 word Infraction Sheet.
 - (b) Departure from standard operating procedure SHSBC in any unit: 200 word Infraction Sheet to 2 weeks in Unit W.
 - (c) Worsening or drawing out the auditing on a case: 2 weeks in Unit W to Being Sent Down.
 - (d) Accumulation of 5,000 words in Infraction Sheets, in which 2 weeks re-assignment to Unit W shall constitute 1,500 words: No Classification during current course.

These Regulations for Auditing are issued at a time when 2-12A, Rudiments and Havingness, a Prepcheck, and 3-MX are all of them highly specialized and standardized with precise rules which if exactly followed, give excellent case gains. Only departure from the standard methods of these processes can fail to achieve case gains.

As the data is easily available, departures from the rules of procedure shall be interpreted as an attempted overt against the course and the pc and will be dealt with assuch.

Such strenuous regulations and their strenuous application are necessary if students-and you-are to leave here clear.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 FEBRUARY 1963

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V UNIT

(Modifies earlier Policy Letters)

The purpose of V Unit is to:

1. Get the student into some kind of shape to finish the course.
2. Give the student a win as an auditor.
3. Establish an auditing reality on Scientology.

NEW STUDENT'S CASE

If a new student has been badly audited previously it is up to V Unit to smooth the case out. An Elementary Prepcheck "In auditing can be used.

If the new student is a Rockslarmer great care must be taken to get a 2-12A 4 RI Package on the Rockslamming Item. List One Issue 3 is used. The new student is not made to complete the list. The biggest RS is found, determined as Term or Oppterm, and used. No RSEs less than 1/3 of a dial wide are used in 2-12A.

If the new student has been run on a wrong goal, an "On Goals Prepcheck or "On the goal (wrong goal)should be applied.

These are the only processes used in V Unit. The Instructor must not get inventive or embark upon R3 or start opposing RR RIs:

1. The Assist Type Repetitive Prepcheck using Suppress and Invalidate buttons only for a specific period of time contained in the command "Since
2. Missed withholds. The elementary "What have we failed to find out about you". "Auditors". "I".
3. A broad prepcheck aimed at remedying messed up auditing. "On Auditing or "In Auditing followed by the buttons of Big Mid Ruds or the 18 buttons.
4. ARC Straight Wire (never accepting "Yee' only for an answer, please). Used on a pc who is spinny or neurotic or feels bad.
5. General O/W.
6. 2-12A using List One Issue 3,4 RI Pkg. Or a case repair on 2-12 or 2-12A that has been done incorrectly elsewhere.
7. Wrong goal on a pc who has had a wrong goal run. 18 button Repetitive Prepcheck "On the goal or appropriate wording.

The V Unit new student must emerge from V Unit in better case condition than when entering it, and not a Rockslammer. These are the only criteria for the new student leaving V Unit. They are demonstrated by.

- (a) Tone Arm Reading now around clear reads.

(b) Not RSing on List One Issue 3.

STUDENT WIN

The new student probably has no firm reality on auditing wins, even if an older auditor wins may have been scarce.

In V Unit the student auditor must obtain a win. The seven processes given above will obtain a win. one of them or any of them on any pc, providing nobody gets fancy. Just use one, or two of the minor ones on any new student. Not all of them. And flatten what you start always.

On pes who are not Rockslammers and arrive on course in good condition, do not run 2-12A. Instead, choose one of the other processes for such a student pc, the milder the better. And flatten it to no TA action.

Make the student auditor just audit. Totally muzzled. No rudiments, no havingness. Just "Start of Session" and "End of Session". Use a meter.

Thus, intelligently supervised, the new student will get a nice win.

ESTABLISH A REALITY

The new student, tightly supervised, doing plain Scientology with no frills, will obtain a reality that exact Scientology works. This discourages squirrelling on course and gives the student an incentive to study Scientology as it is, not as altered.

With a case gain, a win and a new reality, the student is ready for upper units and can be counted on to get fast passes and an early graduation.

All failures to pass HCO Bs and upper classes are traceable to Case (RSing on List One), lack of wins and low Reality on Scientology. Thus, these remedied, you get students graduating, not stagnating on course.

It is the purpose of the V Unit Instructor to achieve these gains and pass the new student on.

The V Unit is a Co-audit, one or two weeks long, three hours of auditing given and three received daily, 5 days a week.

In the remainder of the day, the unit is part of the W Unit, specializing in TRs 0-4 in Practical. The Instructor in the balance of the day fits into other units to assist instruction there, usually Practical, to supervise the TRs of V Unit students and others, or as assigned.

SUMMARY

We are trying to cure long periods on course. They are best cured by the use of a good V Unit.

Students with a Case gain, a win and a good reality on auditing will study harder, graduate faster, be better Scientologists.

All randomness on a course (bad pass-flunk ratios, enturbulation, etc.) comes from Rockslammers. Weed them out at course beginning and all gets very smooth on the main course.

If a student on arrival is in good shape and not a Rockslammer, a week in V Unit is all he or she should spend.

The whole plan falls to pieces if a V Unit Instructor fails to make good the purposes of the unit for any reason.

The original plan for the first training of an Academy student is many years old and had the above purposes as goals. This became the Comm Course because the purposes were not realized in actual practice and TRs only were substituted. New processes, muzzled auditing, and a new understanding in general should now realize this earliest goal I had for a new student—a case gain, a win, a reality on Scientology.

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HUBBARD COMMUNICATIONS OFFICE
Saint HUI Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 MARCH 1963

Sthil Students

CLEAR REQUIREMENT

Regarding getting clear, as a student on the Saint Hill Special Briefing Course, the following should be noted:

There is no *obligation on* the part of the course to clear a student before termination. While everything will be done to assist clearing the student and while it is my desire to clear the student, this is a favor extended, not a student's right.

Some students will not industriously apply themselves in their course periods and cannot therefore be graduated up through units fast enough to get them clear before termination.

The better students are matched in so far as possible in auditing teams. This leaves the unwilling student auditor teamed with auditors of less skill. This reduces chances of getting clear on those who do not apply themselves or will not audit well.

The Course is not an HGC and those who attend it only in the hope of receiving auditing are therefore disappointed as they will receive only as much auditing as they give and only of the quality they seem to deserve. The rule of "Help to be. helped" is adhered to in so far as possible.

While almost all students are people we are proud of, some few waste their case by running up overts against the course and causing administrative upsets.

There are then three general categories of upset:

1. The student who won't study;
2. The student who won't audit; and
3. The student who causes heavy administrative upsets by spreading rumors, writing untrue tales home, constantly nagging instructors, etc.

Among these we do not include students ARC Broken in session, as this is a fairly routine occurrence and passes away. But included are students who claim they are so ARC Broken in session they cannot study or work. We know this doesn't hold true as others can study and work and audit after session ARC Breaks.

Therefore, the course instructors reserve the right, when authorized by the Course Supervisor, to suspend or cancel the "clearing requirement" of any student consistently falling into categories (1), (2) or (3) above, regardless of explanations given by the student.

This may or may not affect classification. It certainly does affect the amount of time and effort spent by instructors on getting a student clear.

"Suspension or cancellation of the clearing requirement" means that the course resigns any further responsibility for getting the student clear and is at liberty to terminate the student at the end of the course period with or without classification.

A student who spends three weeks with minimal study effort, a student who consistently fails to follow directions in auditing his pc or who does not produce results, and the student who consistently runs up overts against the course, is liable to suspension or cancellation of the clearing requirement.

In short, if a student by studying and auditing won't help us get other students clear, or if a student seeks to damage our course and its efforts to clear others, through graduating students, we cannot honestly endeavor to clear that student.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 APRIL 1963

sthil Students

FOOD AND CLEANING REGULATIONS FOR STUDENTS
EFFECTIVE ON RECEIPT BUT NOT LATER THAN
APRIL 3, 1963

The Grounds Manager is in charge of cleaning in the outside buildings.

Cancelling all earlier directives, the following regulations now apply due to changes in lecture hours.

NO FOOD IN CHAPEL OR PAVILION

- I No food may be stored or eaten in the Chapel or Pavilion at any time. This includes tea and coffee and instructors' tea or coffee.

VACATING FOR CLEANING

2. None may remain in or be in the Chapel or Pavilion during the hours 6.15 p.m. to 7.30 p.m., or on Saturdays or Sundays. All study on Saturday is to be in the basement Theory room or its adjacent rooms.
3. Food may be stored or eaten in the outside Boiler Room, the cloakroom and the basement hall.
4. The Grounds Manager may turn in names to the Course Secretary for Infractions of the above rules.

Without these regulations we cannot maintain the Pavilion or Chapel for instruction and auditing or get them cleaned.

When violations of the above are flagrant, the Grounds Manager should carefully note the identity of the violators and later have an Instructor identify the students and issue the infractions.

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HCO POLICY LETTER OF 5 APRIL 1963

Central Orgs
Sthil Students

ORGANIZATION STUDENTS ON SAINT HILL COURSE

As the staff of the Org is paying the salary of an organizational student, it is entitled to know the progress and status of that student.

Accordingly, a weekly report will be sent to the student's Org.

This report is to be posted on receipt on the Staff Bulletin Board of the Org by the HCO Secretary.

Any dissatisfaction with the student's progress should be sent directly to the student,

A student whose progress is unsatisfactory may be recalled by the Organization or Association Secretary.

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ORIGINAL COLOUR FLASH
BLUE ON WHITE

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

ORGANIZATIONAL STUDENT REPORT

TO HCO

From: Saint Hill Special Briefing Course

Post this on your staff (not public) Bulletin Board on Receipt

Course Progress Report on

for week ending

Student

-week on course

Theory passes

(5 minimum requirement)

Practical passes

(5 minimum requirement)

Auditing Unit

(should be

Class Attained

Course Secretary

Comment

Note: Any dissatisfaction felt by org members with this student's progress should be addressed to the student.

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 JUNE 1963

Sthil
Students

STUDENTS BLOWING

It is the general responsibility of all students to prevent other students from blowing and to bring back on Course any student who has "blown". It is the particular responsibility of the student's auditor.

In future if a student "blows" it is up to his or her auditor to get him or her back and to take the student into the Chapel and pull the *missed* withholds.

Infractions will be awarded to the blowing pc's auditor on the following basis:

Student blowing from a study period but not leaving the premises and grounds-500 words minimum.

Student blowing and leaving premises and grounds during course time or failing to return to Course in the morning, after lunch or after dinner- 1,000 words minimum.

If auditor fails to get student back within 4 hours (course time) an additional 2,000 words minimum.

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Issued by: Reg Sharpe
Course Secretary SHSBC
for
L. RON HUBBARD

Authorized by: L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 JULY 1963

Orgs
Sthil
Franchise

**RETREADS ON SAINT HILL
SPECIAL BRIEFING COURSE**

Students on the Special Briefing Course who require leave of absence for emergencies may do so under the following conditions, otherwise they will be charged a retread fee irrespective of the length of time they have already been on Course.

2 weeks absence (with permission only)

3 months (by very special arrangements beforehand).

Other than that, any student leaving Course for any reason whatsoever will be charged a retread fee on returning. No part of the original fee is returnable.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 AUGUST 1963

Students
Central Orgs

SAINT HILL COURSE CHANGES

The following changes in the Saint Hill Special Briefing Course are made effective 6 August AD 13.

THEORY SECTION - Jenny Edmonds, HSG, D.Sc. Will specialize in the 5th Basic (Ability to Study and Apply Scientology Data), and will handle any *non-progressing student* without regard to case reasons for inability to achieve this basic. Instead the student will be undercut in data in accordance with the new levels of Scientology (HCO Pol Ltr of July 30, AD 13), omitting Level Two and using Glossary only at Level Three, but treating students that do progress at Level Four with only a brief review of Levels One and Three.

PRACTICAL SECTION - H. Parkhouse, HSG, D.Sc. To work out and. use the new Auditing Cycle Data as eight new TRs, one for each Comm Cycle and the last for consecutive use of all the Comm Cycles contained in the Auditing Cycle.

AUDITING SECTION - F. Hare, HSG, D.Sc. W Unit to specialize in definition of an Auditor "To Listen", To use only the TA of the meter. And to use all former auditing as potential charge to be taken off pc's case using mainly only the pe to auditor comm line. X Unit to be divided into three parts, X one using MS, ruds, hav and Comm Cycle, X two using MS, ruds, hav, Comm Cycle and meter, X three using R2H. Z Unit to use R3N, R3R and R3T (dating and comm, 3N and 3R where necessary, the Case Level 2 process).

No other changes are made. All former check sheets and materials to continue as before. The above changes of post are a reversion to earlier posts held. The auditing change is due to new discoveries about the Auditing Cycle and making cases move by TA action. Reach and Withdraw processes where used in W will specialize in the pe to auditor Comm Cycle.

Considerable speed up of length of time on course is expected by reason of these improvements.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 8 OCTOBER AD 13

Central Orgs
Franchise
Field

NEW SAINT HILL CERTIFICATES AND COURSE CHANGES

Without changing the curriculum, units or instructors, on 1st December AD 13 the Saint Hill Course will be divided into two certificate levels and the cost will be reduced.

Many Auditors have not been able to take the course because of fear they will be held over beyond the time they can afford.

As clearing has returned as a reality at Class III and as this was the basic purpose of the course, two certificates will now be issued.

HUBBARD SENIOR SCIENTOLOGIST (ST. HILL). This certificate will be issued to any student attending the course 16 weeks. If all course requirements are also met a Class III will be awarded. An additional four weeks only will be allowed for completion of check sheets, but no student enrolled will be held beyond sixteen weeks or extended on course more than an additional four weeks. The cost of the course has been dropped to £250 Sterling (£700). The student so enrolled is then assured of being able to return home after 16 weeks of intensive training and is assured of receiving the certificate of HUBBARD SENIOR SCIENTOLOGIST (ST. HILL). HPA or HCA is prerequisite to enrollment. Our experience has been that nobody can go through the Saint Hill Course, whatever he or she did with grades, without becoming a remarkably superior auditor.

The second course begins with the completion of the HSS (ST. HILL) Course, an HSS (ST. HILL) being prerequisite to it. This course is scheduled as a 20 week course. It awards the certificate HUBBARD GRADUATE AUDITOR and, if all check sheets are completed, Class IV is also awarded. Class III may also be awarded on this certificate. This course takes the student from clearing to auditing to OT. Its subject materials are those now existing as Level Four. The cost of this course is additional to the HSS Course. The cost is £250 Sterling (£700) with a £50 grant available from Mary Sue to those she especially wants on this course.

During the past year the original 20 week SHSBC has been extended in subject materials to cover all levels of auditing and as such has exceeded the original requirements.

Students enrolled before 1st December, 1963 will receive the original course at the original cost and may extend into the second course at option without further cost.

Retread students will be honoured as having completed the first course regardless of units they are assigned to and their cost will be that of the second course.

Course materials have been stable for some time.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 24 JANUARY 1964

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CASE SUPERVISOR

The post of Auditing Supervisor is abolished since all instructors are doing auditing supervision as a training measure.

The missing action is that of Case Supervisor.

The Auditing Supervision done by all instructors quite rightly concentrates on student skill in auditing.

A Case Supervisor is needed, therefore, whose sole interest and concern is the advance of cases on the Saint Hill Briefing Course by any and various means.

The Case Supervisor will be instructed and supervised by the Course Supervisor in the marking of folders and handling various cases and will take over the full handling of case folders as soon as feasible.

All problems having to do with the individual cases of students, any and all auditing assignments and all individual case problems are to be routed to the Case Supervisor.

In all questions of what is to be run on a student, regardless of his situation in training, the word of the Case Supervisor, under the Supervision of the Course Supervisor, is final.

ENROLLMENT DIVISION

The extreme importance of increasing enrollment and organizing the facilities to accomplish it have been a matter of some concern to me for the past many weeks.

The Director of Enrollment is to organize the Administration and Promotion necessary to accomplish the desired results.

A full Central Files and Address System comparable to that of a Central Organization, means of filling it with lists and providing address plates must be provided whether space exists or not.

A full comprehensive and carefully cross-checked system of contacting and handling applicants must be devised and carried forward.

Effective Procurement activities must be designed, executed and carried out on a continuing basis.

Good files, lists and addresses, good and intelligent communication and a very large increase in enrollment are expected from the Enrollment Division.

The Director of Enrollment is under the supervision of the Saint Hill Administrator and The Enrollment Division is part of HCO (Sthil) Ltd.

Mary Long will continue as Course Registrar, personally handling applicants and the registration and graduation procedures and to that extent only is in the Enrollment Division, her duties beginning with the scheduling of a student to arrive and the arrival and registration of that student and ending with his or her departure.

The Director of Enrollment has the full responsibility of filling up the course and keeping it full. His materiel and personnel requirements have first priority.

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L. RON HUBBARD
Executive Director
HCO (Saint Hill) Ltd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 FEBRUARY 1964

[Excerpt]

sthill Instructors Students

REGULATIONS

COURSE

1. No Course student may be used for giving assists to any Saint Hill staff of any corporation or members of the public.
2. No student may be used to give ARC Break Assessments or assists on another student who is not his or her assigned preclear. Any auditing received by a student must be from that student's assigned auditor. Exception,, instructors or qualified Saint Hill staff members may audit students.
3. No student may be audited above his classification level. Classification Policies are in full force on course. The only persons who may be audited above their formally assigned Class level are Founding Scientologists and these may only be audited up to Class IV With the reservation that the processes must fit the case.
4. Two levels of processing may not be combined, i.e., Class 0 process run with Class 111 commands.
5. Students are to be moved forward through units in accordance with their check sheets only and no opinion is to be interjected to prevent such progress that is contrary to check sheet evidence. In short, if a student's check sheets call for his progressing forward no instructor may by opinion only restrain his being moved up.
6. A student may not be retrogressed in units. If a student has attained X2, for example, he or she may not be returned to W or XI. Additional special check sheets may however be given a student in any unit which must be completed before progressing to the next unit or division thereof.
7. No student may be instructed contrary to existing technology or advised to do anything except standard technology.
8. No student may be accepted on course unless they personally desired to be here.

L. RON HUBBARD

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[Note: A complete copy of this Policy Letter appears in Volume 7, page 31.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East.Grinstead, Sussex

HCO POLICY LETTER OF 2 APRIL 1964

CenOCon Field Auditors Sthil Students

TO THE SAINT HILL STUDENT:

INSTRUCTION TARGETS

I have only a very few training targets for the Saint Hill student. These are:

1. How to perform flawlessly as an auditor;
2. How to run certain exact processes; and
3. Obtaining results with those processes by auditing well and exactly.

Your new check sheets for Class IV are now designed entirely around these principles.

Course conduct is organized entirely to forward them.

Materials exist for them and are being condensed even further.

If you wish to know what is expected of you as a student, see the above.

INFRACTIONS

All course infractions henceforward will be given solely upon technical matters. and results.

Example: The student has "passed" an HCO B and does not seem to be able to apply it in a session. The cause of the infraction will be because the student is supposed to know it and doesn't and because the student could not make it work. The subject of the infraction will be that material required, and various allied matters.

DURATION OF COURSE

A student applying himself or herself in the future should be able to get through to Class IV within 16 weeks.

On Class VI the student already up on Class IV material should be able to get through the Theory and Practical of Class VI in a month of hard work.

Transferred to the Class VI Co-Audit the student should be able to make OT in well under 500 hours, barring unusual setbacks caused by wild auditing errors.

A student exceeding these times in the future is not working hard enough. There were various other reasons the times were being exceeded in the past and I have sought to eliminate them.

CLASS VI CO-AUDIT

As the student will be depending on the skill of *one* auditor it is up to him or her to make a sufficiently attractive showing as an auditor to be able to team up with another well-trained auditor.

At lower levels of auditing a weekly turn about and non-team (3 or more way) auditing rules assignment.

But at Class VI this is too hard on the auditor. Therefore the Class VI co-auditing is co-auditing in truth with a turn about on alternate days, 5 hours auditing, 5 hours being audited. And the same pair audit each other.

Therefore, early on in the Class VI course the student who has not come with a Co-Auditor should be considering who he or she will be teamed up with in the Class VI Co-audit and take an interest in the other fellow's progress too. The student should choose out his or her co-auditor unless of course a pair came from one area for that purpose and will be returning after the Class VI course, It is not required to stay for the Class VI Co-audit unless it is obvious that the student will have no auditing partner when he or she goes home. In such an event termination will be refused for every one's sake.

SUMMARY

The Saint Hill Course is not designed to be a starting auditors' course but only to fill in gaps and polish up to Class VI, to teach people to run GPMs in Class VI course and to audit toward OT in the Class VI Co-Audit. These are the 3 stages of Saint Hill training and auditing. No other stages are planned.

Therefore the course cannot help but be a flat out high pressure course.

You can remain in any course at Saint Hill as long as you like. We haven't booted anybody out for ages who didn't want to go. It is not the Saint Hill staff who holds people on and on except in a few cases where it would have been an overt not to persuade continuance, it is the student who continues himself or herself.

But the pressure is there to get you through-for the benefit of those waiting for you, for your own economics and for all our sakes. We need able people. We can make the able so far more able this spring that all our concentration is upon getting you moving along and doing well.

We are on the verge of great social progress for this planet. Nothing we have done before-and it is greater than others have done-compares with what we are doing now.

By being here, you become part of a great team.

We need you.

So do well.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, **Sussex**

HCO POLICY LETTER OF 2 APRIL 1964

Sthil Only

USE OF RECREATION FACILITIES, 1964

Saint Hill students and staff may:

1. Use tennis courts;
2. Use croquet green by tennis court;
3. Fish in the lake;
4. Walk in grounds.

Specifically withdrawn from use by staff and students this season is the swimming pool, which is being reserved for the children.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 APRIL 1964
Issue 11

CenOCon
Field Auditors
Saint Hill Students

**SAINT HILL ENROLMENT
MATERIALS, COURSES, AND USE OF
CLASS VI PROCESSES**

Anyone enrolling in the Class VI Course at Saint Hill should be accompanied by a co-auditor from his or her immediate home area.

Two requirements should be made of this person:

- I. That they are not enrolling against their will and
2. That they have some comparable auditing skill to the person they accompany.

A person not already trained at Saint Hill can expect to be enrolled first in the Class IV course for everyone's sake. We have never had an auditor enrol yet who could match Saint Hill standards by prior training and don't expect to.

But this need not restrain a Saint Hill graduate from bringing on course a non-Saint Hill graduate as it merely means a few weeks delay in beginning to audit at home.

A person formerly trained at Saint Hill is enrolled directly on the Class VI course.

If a person cannot possibly bring a co-auditor, then he or she should be prepared to stay on for the Class VI Co-audit.

Particulars concerning schedules and the current course are contained in HCO Policy Letter of April 2, 1964.

A person enrolling without a partner to be trained with should be prepared to stay on in the Class VI co-audit for 500 auditing hours at 25 hours per week as he or she won't be accepted solo in Class VI unless they can stay on or get somebody to come on.

Expectancy on course:

1. HPA/HCA and other training or certificates but no training at Saint Hill and no co-auditor brought to course:

To Class IV, 16 to 20 weeks. To Class VI, 4 to 12 weeks. To Class VI Co-audit completion, 12 to 20 weeks. Minimum 32 weeks, Maximum 52 weeks.

The more ACCs and Retreads attended before Saint Hill shortens weeks toward minimum.

2. HPA/HCA and other training or certificates but no training at Saint Hill but ACCOMPANIED BY A CO-AUDITOR of comparable background:

To Class IV, 16 to 20 weeks. To Class VI, 8 to 12 weeks.

No Class VI Co-audit. Minimum 24 weeks, Maximum 32 weeks.

3. Saint Hill graduate unaccompanied by co-auditor:

To Class VI, 8 to 12 weeks. To Class VI Co-audit, 12 to 20 weeks. Minimum 20 weeks, Maximum 32 weeks.

4. Saint Hill graduate ACCOMPANIED BY A CO-AUDITOR:

To Class VI, 8 to 12 weeks. Minimum 8 weeks, Maximum 12 weeks.

If co-auditor is not a Saint Hill graduate the co-auditor only will have a minimum of 24 weeks and a maximum of 32 weeks (see above No. 2), but meanwhile the former Saint Hill graduate may return home, the co-auditing beginning on the return of the co-auditor.

The materials of Class VI will not be released for local training for several years (1968) in the interest of minimal upsets.

The cost of any one continuous period of training is the same, whether 1, 2, 3 or 4. Discount and retread periods have now expired to all practical purposes.

The cost is Z275 sterling payable on arrival without credit or discounts. There are now no grants for Saint Hill Courses.

Over the years we have found that in practice we gave all the training available to any student enrolled. Therefore the cost was in actual fact the same to any student. So 1, 2, 3 or 4 above costs Z275 sterling.

Retread fees not previously paid are thus the same as any enrollment.

If a student leaves course for any reason the training period is deemed to have expired. Leaves of absence will no longer be granted for periods exceeding two weeks. At the end of that time if the student has not returned he or she is automatically terminated. All previous leaves of absence have expired.

After using Class VI materials for co-auditing purposes, the materials are the student's to use on individual preclears providing the student trains each preclear individually for auditing purposes only, not for classification, up to Class VI level as a preclear. This is in accordance with new classification policies adopted after a majority vote of Scientologists around the world.

Central Organizations, therefore, may also train preclears as individual preclears for only *receiving Class VI* auditing, not for use as an auditor. The Central Organization must have on its staff two Class VI auditors in order to deliver this auditing in the HGC to outside preclears.

Auditing rates for Class VI preclears must realistically include training time and must be well in advance of standard rates. Rates must be uniform in the field and the organization of an area.

An organization has no responsibility for casualties resulting from unauthorized use of Class VI materials beyond calling a Committee of Evidence on offenders. Class VI trained auditors should make this strenuously plain in their areas and organizations.

Class VI Preclear training must include:

1. The ethics and basics of Scientology.

2. Membership in Scientology official organizations.
3. Clay table work and nomenclature.
4. Freedom of insanity history.
5. Non-membership, under sworn signed oath before a notary, in hostile organizations or employment by or devotion to anti-Scientology groups.
6. Copies of line plots and goals and auditor's reports must not be given any Class VI preclear and no access may be permitted to them by a Class VI auditor doing preclear training.
7. No copies of line plots or goals plots may be mimeoed, printed, typed by anyone or copied by Class VI preclears or any other person not a Class VI auditor.
8. All Line Plots, goals plots and related materials must be kept in a safe to which only a Class VI auditor has the combination, whether in a field auditor's home or office or a Central Organization.
9. Staff membership in any office does not entitle anyone not a Class VI auditor to access to Class VI Line Plots, goals plots or auditor's reports.
10. All Preclears being trained for Class VI shall be trained only on synthetic and non-factual line and goals plots. When auditing begins the preclear may be given the line plot sheet but must return it at session end. The auditor alone may possess the goals plot and it may not be handed to the preclear.
11. While, some escapement of materials of Class VI is inevitable, continuous vigilance must be exerted to keep it reduced to a minimum. In the hands of non-Class VI auditors it could be disastrous to preclears, and in the hands of political or psychiatric groups the materials could be used to produce widespread insanity, as they would not be used for auditing but only restimulation.
12. Any person being audited by a Class VI auditor must pledge the auditor to co-ordinate his actions with us for the greatest good of the greatest number of beings.

Simplifications and advances in Class VI materials which I have recently made make it possible for the use of Class VI processes on preclears trained only to be audited without danger to them so long as they are in the hands of a Class VI auditor.

Further improvements or short cuts beyond what has already been done cannot be expected or hoped for due to the nature of the GPM and the bank. Thousands of auditing hours and many lucky breaks have simplified matters already down to the bare bones, a fact observable in the shortness of the Class VI course itself. But there's still quite enough in Class VI to make it highly dangerous for the non-classified auditor to use. We can safely and easily handle this gun. But it is a gun.

SUMMARY

The above is a summary of training and data, concerning Saint Hill Training as of April 1964. No changes in it are to be expected for years.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 APRIL 1964

Sthil Students

FOOD AND CLEANING REGULATIONS FOR STUDENTS

*EFFECTIVE ON RECEIPT BUT NOT LATER THAN
APRIL 20, 1964
(Cancels previous directives)*

The Grounds Manager is in charge of cleaning in the outside buildings.

Cancelling all earlier directives, the following regulations now apply.

NO FOOD IN CHAPEL OR HALL

- I No food may be stored or eaten in the Chapel or Hall at any time. This includes tea and coffee and instructors' tea or coffee.

VACATING FOR CLEANING

- Z. None may remain in or be in the Chapel or Hall during the hours 6.15 p.m. to 7.30 p.m. All study on Saturday and Sunday is to be in the Hall, but the Hall is to be vacated at 5.0 p.m. on Saturday. Any student using the Hall at 5.0 p.m. on Saturdays is expected to co-operate with the Grounds Manager so that the Hall may be cleaned; such students may take a tape recorder into the Pavilion at that time, but in that case, should see that it is returned to the Hall before class begins on the following Monday morning or earlier. The Hall is closed on Saturday evenings from 5.0 p.m. onwards.
3. Food may be stored *during the daytime* in the Cloakroom adjoining the 'Ladies Shower Room' only. Food may be consumed in the Pavilion during the lunch break and dinner break. All waste wrappings and waste food must be taken to and deposited in the outside dustbins before the end of the break. No food may be kept anywhere on the premises overnight.
4. The Grounds Manager may turn in names to the Course Secretary for Infractions of the above rules.

Without these regulations we cannot maintain the Hall, Pavilion or Chapel for instruction and auditing or get them cleaned.

When violations of the above are flagrant, the Grounds Manager should carefully note the identity of the violators and report them to the Course Secretary.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 MAY 1964

Sthil
Students

TRANSPORT

Students desiring noon transport week days from Saint Hill to East Grinstead at noon and return at 12.50 may have it by procuring an invoice from the Income Section costing 5 shillings per week.

The invoice should be plainly dated and displayed to the driver on departure from Saint Hill.

The reason for the charge is the limited transport space available.

There is no charge for staff members.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 MAY 1964

Sthil

TRANSPORT

(Adds to HCO Policy Letter of May 8, 1964)

Regarding HCO Policy Letter of May 8, 1964, it should be clearly understood that there is no contract to carry passengers on the staff bus for fares.

The 5/- payment by students should be invoiced by Accounts as a contribution to the upkeep of the bus. The student is then privileged to ride on the bus as and when available for one week.

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443

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 25 MAY 1964

Sthfl

INSTRUCTOWS CONFERENCE REPORT FORM

WEEK ENDING:

SUPERVISORS: Complete your own section below before Conference on Friday and read and hand to Conference Chairman. Leave other sections blank.

THEORY AND PRACTICAL REPORT. (Cross out one) Total Checkouts: Total Passes: Total Flunks: Number of students with less than 10 passes: Names of Students with less than 5 passes:

Number of Pink sheets given: -Names of Auditors giving poor quality auditing:

Sign.

CASE SUPERVISOR REPORT. -

Total T.A. Course Unit: Total T.A. Co-Audit Unit: Names of Students personally audited:

Names of Preclears; with less than 15 T.A. Average:

Sign.

COURSE SECRETARY. Names of Students leaving Course:

Names of new Students for next week:

TN. Demo results:

Number of Students on Course: -Number of Applications on hand:

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Sign.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 JUNE 1964

Sthil Students

**NEW STUDENTS DATA
STAR RATED FOR NEW STUDENTS**

Tape Passes

On those live lectures you hear, when you take the Friday tape examination and keep your exam paper when it is handed back, and present it to Theory as evidence, any live lecture you have so heard is credited on your check sheet by Theory where the lecture appears on the check sheet.

Not all the lectures I give appear later on check sheets but many do and you should get credit for those you have heard.

If you have a Friday exam paper on any lecture you have heard live and the grade is above 90% for star rated and above 75% for a 75, any grade for a zero rate, if the lecture appears as a tape on your check sheets it will be marked off as passed and initialled by a Theory Instructor.

Auditing Assignments

In auditing before the Level V1 Co-audit, it is customary to split up teams that will eventually co-audit to OT.

The reasons for this are

1. Auditing skill tends to become adapted to one pc and deteriorate. This does not make a good pro, it makes only a co-auditor. I'm making you into a pro, not a co-auditor regardless of classification status. I can't do that by giving you just the pc you are already educated to run. You'd be a one pc auditor.
2. Mutual withholds develop in teams and restrain auditing results.
3. Your auditing skill tends to look better or worse than it is.

We don't even wholly guarantee you and your co-auditor that you will co-audit in the Level VI Co-audit for one team member may be Case type A and the other B. A Case type A can run through anything. A Case type B stops at a comma. Thus one gets too far out of pace with the other and it's just too hard on one member of the team who would be, of course, the Type B and already in trouble. It would be selfish indeed of a Type A to force a Type B to run GPMs far beyond where he or she has had them run. We will try to put the team together in the Level VI Co-audit and mostly do but this AB factor is a technical one and we can't do anything about it short of good auditing.

Student Rules

A lot of students come a cropper on the rules and try to carry on without concurrence.

You are only here for a few months. In your hands is your next multi-trillion years.

The rules are there to get you through. Breaking them, in my opinion, is too pricey.

Rapidity of Progress

A few new students arrive here in a high state of "know it all, just want a few new gimmicks".

Students who have this state of mind just don't learn or progress. And they really get stuck in. We're not doing it to them. They are trying to learn over the top of their own postulate that they already know it (when they don't) and so get into a ridge. They're not stuck in the course. They're stuck in this conflict.

In the first place, no new student at Saint Hill has ever been known to give a standard session on arrival, despite all the data being available. But they don't know enough about auditing to know whether they're, doing well or not, much less know how to audit. Factually they usually look pretty pitiful. There they are making Gross Auditing Errors in an avalanche, missing comm cycles, feet in the pc's face with their meter upside down, telling the Class VI auditor who is his Instructor "I know all about it. We had a course in Slobovia much better than this one. The pcs audited the auditor and it

Well you can't blame the instructor if he seems to be having a hard time to keep from laughing in the new student's face. It's only their courtesy that keeps them from reaching over and connecting the unconnected cans this new genius has failed to plug into the meter as a fitting touche.

Some auditors trained elsewhere with great ARC but precious little "do it", don't have enough training to know they aren't trained. And it's always the very worst trained auditors who howl the loudest about how they don't need to know. The majority relaxedly study and improve their skill, get results and there it is.

I myself periodically study auditing and put a polish on my own skill. I don't have to say "I don't know", but I'm not so arrogant as to believe I'm above knowing how to do things. So if every year or two I can study how to audit without going into a long rigmarole about how I'm above all that, I can reasonably expect others to have a sane view of their own skill too. Any skill can be improved-one can know more about any subject-unless one has already decided he or she already knows all about it.

The successful progress of a student is inversely proportional to the student's preconception of knowing it already. An arrogant assumption of total knowing without inspection is the surest way to make no progress.

One does or does not know the data before him. That's elementary. Why should it become involved with emotionalism?

The fast student is not concerned with necessities to maintain status by asserting how much he or she already knows. The fast student is only interested in knowing what he does not know, studying it and then knowing that he knows it.

The slow student is so busy putting on that he knows that he never finds out he doesn't in fact know. To do this before a lot of experts such as Saint Hill Instructors seems pretty pointless.

Results today are by the text book. Lack of results are always attended by departures. One can or cannot get results with auditing. This means that one is or is not doing a text book job,

In our case the text book has 14 years of hard won experience behind it. So text book auditing gets the best results. It's that simple.

The statement "I know all about Scientology but I don't get very good results" is a pretty silly statement today. It's saying in fact "I pretend to more than I know and the flubs show up in my results".

Well, that's getting right down to the reasons for slow progress and calling a spade a spade, but it's awful true. It's really the only reason back of slow progress on course.

The speed with which you complete your course and get to OT is entirely regulated by the speed with which you discover there's something here to learn.

Most students handle this very early. I'm sure you will.

I give you my good wishes for a fast progress.

L RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 SEPTEMBER 1964

Sthil Only
Sthil Students
Post Student Board

TERMINATIONS

EFFECTIVE A T ONCE

Final Classification is not automatic with Termination.

The student may be terminated with a Provisional Classification.

On terminations student classifications are confirmed as permanent or withdrawn.

A review of a student's work before termination must be undertaken before classification is given. This is in addition to the Provisional Examination and is in addition to Instructor or Supervisor recommendations and is the responsibility of the HCO Board of Review which may not now be part of the Course.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 18 SEPTEMBER 1964

Franchise
Sthil Students

**FINAL CLASSIFICATION
ON TERMINATION FROM SAINT HILL**
(Effective at once)

As of now, when a student has passed the Prov. Class VI exam he will officially be "In Training for Class VI".

This means only that he is thereby permitted to run R6 under supervision while on the Saint Hill Special Briefing Course. It has no other significance and does not guarantee a Class VI classification on termination.

Since there will be no "provisional" certificates awarded in future, a student who has not earned a Class VI certificate will be awarded a Class IV or any lower level certificate depending on the state of completion of his check sheets and his level of auditing ability.

In future no student will be awarded a higher certificate after he has left Saint Hill than that received on termination unless he/she retreads at Saint Hill for higher classification.

Any student who has already left the Saint Hill Special Briefing Course with a Prov. Classification should apply to HCO Board of Review for a full classification before the 31st of December 1964-submitting evidence of their claims. This should include a dispatch from their nearest Organization.

If no such evidence has been submitted by the 31st of December 1964, the student will automatically be granted a Class IV.

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(Cancelled by HCO P/L 13 November 1964, Provisional Class V1 Classification, page 448.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 NOVEMBER 1964

Rernimeo
Franchise
Sthil Students

PROVISIONAL CLASS VI CLASSIFICATION

(Cancels HCO Policy Letter of 18 September 1964.)

(Confirms HCO Bulletin of 1 November AD 14 by stating it as Policy.)

(Effective at once.)

1. Re: HCO Policy Letter of 18 September 1964

Provisional Class VI Classification will again be awarded.

In future no student will be awarded a higher certificate or classification after he has left Saint Hill than that received on termination unless he/she retreads at Saint Hill for higher classification. This does not cancel the clause that "any student who has already left the Saint Hill Special Briefing Course with a -Prov Classification should apply to HCO Board of Review for a full classification before the 31st of December 1964."

2. Re: HCO Bulletin of 1 November AD14

THE MOMENT A STUDENT PASSES HIS PROVISIONAL CLASS VI CLASSIFICATION AND GOES ON TO ROUTINE 6, HE OR SHE MUST *ONLY* SOLO AUDIT.

The Term Provisional Class VI means hereafter only "HAS THE RIGHT TO SOLO AUDIT ON CLASS VI MATERIALS AND MAY NOT CO-AUDIT ON R66R AUDIT PCS ONR6."

The only exception to this is the use of L6 Auditing-by-List and ARC Break Assessments. These may be co-audited. But no administrative system may be set up which automatically assigns students to do L6 work on each other at regular intervals such as "Every Friday"; as it is needed when it is needed and never when it isn't needed.

This HCO Policy Letter applies also to any student who has already left the Saint Hill Special Briefing Course with a Provisional Class VI Classification.

Violation of this Policy may result in the Provisional Class VI Classification being revoked.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 FEBRUARY 1965

Gen Non
Rernimeo
Sthil Scientology Staff
Sthil Students
Franchise

COURSEPATTERN

(Effective March 6, 1965)

The Saint Hill Special Briefing Course is to be organized as follows:

It will be divided into four units. These units are:

Unit A covering Level 0. Unit B covering Levels I and II. Unit C covering Levels III and IV. Unit D covering Level VI.

One Chief Instructor is in charge of each unit. He or she is responsible for the theory, practical and auditing supervision and folder marking and all other training and case and discipline matters relating to that student for the duration of his progress up through the levels covered by that Unit.

When the student's theory, practical and auditing check sheets are complete for a level, he or she is examined by the HCO Board of Review. This will consist of one or more examiners for Levels 0 to IV inclusive and a special examiner for Level VI. Classes for the auditor are awarded on the successful completion of each level up to IV and Provisional Class VI is granted so that the student can then begin auditing at that level while still on course. Those students auditing at Level IV while waiting to be Provisionally Classified to VI so that they can audit at Level VI will audit and be audited in the same classroom as in other lower units. When Provisionally Classed and are auditing on Class VI they report to their unit half days for study only and do their auditing off premises in the balance of the day, submitting their reports to their instructor.

Therefore there is no Class VI audited on premises, but final classification depends on their folders being accurate and showing gain. When it is seen by periodic checks that their tone arm is high or they look bad when looked over, a co-audit patch up is assigned to work in the D Unit classroom with the D students and the full day is spent on premises.

In all units A to C a student must be provisionally classed before being permitted to audit in that unit. Until so classed all time is spent on study or in occasional patch up sessions as assigned using assist type processes. Provisional Classification is awarded by the HCO Board of Review after making sure that key materials, vital to the processes to be run at that level, have been checked out. Auditing on the level processes is then begun. However, all students on entering a unit are assigned as Co-audit for assists and Twin Check-out. A D unit provisional is of course more thorough.

A student in a unit is classed for the level he or she has completed but the student in a unit is designated for the classes being studied for as follows:

A 0 Class Zero Unit A Chapel

B I	Class I	Unit B	Chapel
B 11	Class 11	Unit B	Chapel
C III	Class III	Unit C	Pavilion
C IV	Class IV	Unit C	Pavilion
D VI	Class VI	Hall	
E VI	Class VI	Study	Hall
	Class VI	Auditing.	Off premises.

A Chief Instructor is assigned to each of A, B, C and D, four Chief Instructors in all. The course is headed by the Course Supervisor and the title "Supervisor" is no longer otherwise used.

While progressing toward his Classification for each level the student is under only one instructor.

On enrolling the student is not given an examination for placement but is checked for valid enrolment pro-requisites (which remains HCA) and is entered into Unit A which consists of a check sheet for theory, practical and auditing. He is assigned to a Co-audit team for assists and Twin checking and a Practical team. Materials include orientation at Saint Hill, vocabulary materials, etc., to safeguard against previously misunderstood words.

When the student has passed his check sheet in Theory and Practical on key materials vital to permit auditing at that level, he goes to HCO Board of Review for his Provisional Classification. Looking over his check sheet and making sure he knows what he has passed by random cross checking on twin check basis, HCO Board of Review decides on his qualification for a Provisional Classification. HCO Board of Review examinations occur daily and are not scheduled for a certain day of the week. Promotions to Provisional or to Classification can occur on any day of the week and the students can pass to the next unit on any day. When Provisional is awarded only then the student is audited or audits on the Zero processes, all this under one instructor and then is examined by an HCO Board of Review Officer and classed finally for that level if passed. He and his Instructor are informed of his classing and it is posted at once.

This same procedure is followed through all the levels on upward provisionally classed, then classed at each level.

A Grade Certificate is also furnished to show he has been audited through the Level.

The Grade Certificate states that the student has received all processes in the level just gone through and is ready for his next grade. It reads "This will certify thathas received all required processes of Gradeand, having completed Grade as a preclear is ready for the processes of the next grade." It is signed by the HCO Board of Review after inspection of the case folder of the student.

Saint Hill is a briefing and review course and the check sheets are not the check sheets of an Academy for the same class and grade, containing only vital materials.

A student can have a classification examination for IV or below any time he or she wishes, regardless of course status or unit.

Any existing classification is laid aside for course duration at this time (but is reinstated at course end, even though the student will probably be well above it) as the final materials now in existence are new and quite stable and students need the briefing.

On termination the highest classification obtained on the course will be actually made up in full and signed. This is usually Class VI. However the student is owed only the highest certificate attained as classing is entirely optional with the HCO Board of Review always.

Examination by HCO Board of Review Officers consists of checking the auditing folder and rechecking randomly on the check sheets of Theory and Practical.

A student may go as high as he likes on this course but must be a valid HCA to enroll. However, our oldest rule holds. Anyone can have an HCA who can pass the HCA examination, which today is the examination for Class 11. But it would be a good idea for anyone trying for an HCA by examination only to be examined for it by his nearest HCO first.

It is the full intention of the course to round out all those small bits missed in former study and to get comfortably flat all the required processes of a level the student, as a preclear, might have had left unflat up to Level IV and thereby launch the student comfortably into Level VI materials.

Time on course largely depends on excellence of former study, processes amongst those required already flat and the length of time the student wants to spend. A large number of those who remain at Saint Hill do so out of their own wish to be at Saint Hill, course or no course, not because they don't progress. The glittering goal of OT, attainable demonstrably as it is, the atmosphere and people here, the excitement, are far more the cause of long stays. Well grounded auditors have completed in under 12 weeks. But some well grounded auditors are still finding reasons to stay after eight months even when they could have graduated months before.

Previous estimates of time on course may have to be revised. Amount of materials from Zero to IV have reduced and the length of time to finish off a reactive mind has dropped from several years to a potential hammer and tongs few months due to recent developments. Level VII is in sight and may be a contributing factor in the future, but is not part of the present course and will not be, constituting another course since it will have to be taught under entirely different conditions.

Academies will probably be following this same pattern up to IV except that each level will be separately enrolled for and delivered in the longer period of one month. Therefore the Saint Hill Course, originally designed to improve auditing over the world, having done so has to be taught now in this fashion to give old auditors a look in at each level so they can audit and teach it and newer ones a chance to be thorough and catch up on any bits skimped.

Training is otherwise unchanged, consisting of three check sheets, theory, practical and auditing. And the materials of VI have been relatively stable for nearly a year and IV and below complete and stable for many months. Therefore, shifting technology is no longer a student problem, for there is no reason to shift it when it's the shortest proven way. Printed texts will take a long time to prepare and issue. But meanwhile, it's all here at Saint Hill.

L. RON HUBBARD

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[modified by HOD P/L 2 April 1965, Star-rate *Checkouts for* Process, page 453, and amended by HCO P/L 14 October 1965, Course Patten, page 464.)

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 MARCH 1965

Sthl

FACULTY MEETING REPORT

Week Ending

Chief Instructors: Complete your reports below before the Faculty Meeting on Friday, read and hand to Faculty Chairman. Leave other sections Blank. This is a weekly report.

Level New Total No Prov CL Full CL THEORY PRACTICAL No. of T.A. . No.
Students Of
Students Grads Grads Passes/Flunks Passes/Flunks Auditors Average Bl(ws)

0
1
2
3
4
6

Signed

Act. Chief Inst.

Course SuPervisor

Total

Definite Students booked

Indefinite Students booked

Total

Course Income Sterling

Dollars

Disbursement £

Graduates CL VI

T.V. Demo Results:-

Names of New Students for next week

Number of Students on Course

Signed Course Sup.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 APRIL 1965

Gen Non Remirneo
Sthl Scientology
staff
SthlStudents
Board of Review

Div III

STAR-RATE CHECKOUTS FOR PROCESS
(Modification of HCO Policy Letter of 27 February 1965
"Course Pattern")

It has been found that permission to audit at a level on the processes of that level when granted only after a provisional certification has resulted in students having to spend all their time in auditing, in order to get their auditing checksheet completed prior to classification for that level, thereby resulting in no further theory or practical periods for the student and a disruption of course scheduling.

To remedy this and therefore assist in more rapid student advancement, the student may audit on a process of a certain level when he has passed all theory and practical checkouts for *that process*. While the student is getting his auditing checksheet complete for that process, he can be studying and getting theory and practical checkouts on the next process requirement for that level and can begin auditing with that process when he has flattened the earlier process and has passed all checkouts for the next process on his theory and practical checksheets.

This, therefore, means that the Board of Review need no longer give provisional classification examinations, but need only ascertain that the student has passed all theory and practical checkouts for the next process to be run for a particular level.

We will call this a STAR-RATED Board of Review Checkout. We will have to star-rate, therefore, each and every HCOB and tape that is required to run an exact process. As this is not done on your bulletins, *instructors* must comb out the HCOBs and tapes relating to the processes in the levels and Star-Rate them.

The system then consists of the student doing the theory and practical for a process, getting a Star-Rated PASS from the Board of Review on that process. The student can then audit on that process on his course while getting remaining theory and practical for that course and getting ready to get STAR-RATED for the next process he is to run on his pc in that level.

Future HCOBs and tapes will adhere to this design.

POLICY is that a student may not audit a process he has not passed theory and practical for in the HCO Board of Review.

POLICY is changed in that there is no provisional classification required for a student on course in order to run the processes of the level he is being trained on.

This POLICY applies also to R6 where R6EW is the first process, but requires knowing quite a lot about the bank to be given a Star-Rated R6EW. R6EWS and R6EWP would require two more STAR-RATED PASSES from the Board of Review.

POLICY is that a Star-Rated Board of Review Pass is not a classification and permits no rights as a Classification and applies only to the student while on course.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Sthil HCO POLICY LETTER OF 13 APRIL 1965

Sthil Students

COURSE R6 AUDITING

Outside, off premises 'auditing is cancelled herewith and all students on R6 will do their auditing on premises.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 APRIL AD 15

Gen Non Rernimeo
Post Staff Board
Post Student Board

Issue 11

CLASSIFICATION ON GPMs
Effective June 1 1965

All Saint Hill Classification for running GPMs will be granted as PROVISIONAL on termination and will become permanent only when the holder is checked out as a total Clear at Saint Hill.

This of course does not affect earlier classifications.

Classification is an award and is not owed anyone, It is for proficiency only.

Permanent Classification in the level below GPMs may be obtained and used to audit for a fee, an entirely practical matter as one is not supposed to use GPM materials on the public anyway and auditing another GPM Provisional would be a turn-about Coaudit just to Audit by List any charge accumulated during solo.

In any re-numbering of levels the Classification for the Level which has changed number is also changed. Example: Level I becomes by rearrangement of levels Level II. If this occurs, the Auditor Classified as I may, by application to his training org, have his class changed to 11 without further examination.

Such a change is about to occur as I have found two lower levels than those already numbered and V has been left empty.

Similarly, pes may be regraded up providing they have the lower level processes completed, a brief action for the most part.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 APRIL AD 15

Gen Non Rernimeo

Sthil Execs

Sthil Students

Tech Sec HAT

D of T HAT

GPM Unit Instructor HAT

All GPM Unit Students

Ist Issue to all new

GPM Unit Students

Tech Division - TR

GPM UNIT

Examiners: Check out
all Hats marked on this
HCO Pol Ltr.

ORGANIZATION GPM UNIT
(Effective Monday 19 Apr 65)

The organization and conduct of Unit D will now be similar to the other lower Units.

The same auditing, theory and practical times will be kept as in other units.

Processes Star-Checked may be run as soon as checked out on the student.

The Twin Checking and coaudit teams will be used.

Due to the powerful nature of the materials no departures from schedule, procedure or policy will be tolerated.

Any "advices" required by the student from the GPM Unit Instructor must be answered entirely and only by directing the student to the study materials themselves to find the answer there. In this the twin can work with the other on (preferably) misunderstood words in the text, getting them fully understood, or (secondarily) finding the past subject-Remedy B-which has the other hung up or (thirdly) working it out on clay table, in addition to the assigned CT exercises.

The GPM Unit Instructor similarly is expressly forbidden to seek advice from "superiors" or unusual solutions or variations, and is bound in general by the same rules that bind every other instructor-no alter-is, no unusual solutions, no toleration of non-compliance in auditing by students and **NO** toleration of alter-is by student auditors. The reply to "It didn't work" is always "What did you do?" To afford unusual solutions to students or to the GPM Unit or any other instructor, or to vary or negate technology or policy is a serious offence.

In the GPM Unit the materials misused and altered can be very damaging. Therefore in this Unit above all others the observance of this policy has no leeway of any kind. Any Instructor or Student or superior negating or interpreting or "advising" on GPM policy or materials of study will be promptly charged.

Any Instructor receiving into the GPM Unit students not generally qualified in the ,lower levels, who commit the Gross Auditing Errors or whose cases have not shown marked improvement on lower levels may likewise be charged if failing to report it within one week of the student's entrance into Unit D.

Skimped check sheets, incomplete check sheets or careless passes are also chargeable.

It must be thoroughly understood that the student is there to be instructed on the exact materials furnished and that the Unit is to be conducted exactly in accordance with policies governing the handling of its materials.

Any senior advising the Instructor of the GPM Unit differently than policy is endangering the job and reputation of the Instructor. The Instructor may therefore ask for a Comm Ev on that senior up to the level of Secretary. Any student given "interpretations" of the material or policy by an Instructor has his repute and future endangered by the Instructor and may therefore request a Comm Ev of that Instructor. While this is true of all course units whether at Saint Hill or an Academy it is to be entirely energetically followed up on the GPM Unit of the Special Briefing Course.

Because of its very strict and exact demands in following technology and policy the GPM Unit Instructor will receive a small bonus for every student who successfully qualifies for Provisional at Class VI. But conversely, for every student disqualified for

good and distinct cause by the Director of Examinations after recommendation of the student by the GPM Unit Instructor for Provisional Classification, the Director of Examinations will receive a small bonus. The bonuses are payable monthly. It is the responsibility of the parties claiming the bonuses to submit the Purchase Order themselves.

Further, students disqualified by the Director of Examinations from the GPM Unit pass directly into the Department of Review or the HGC at the student's own cost before leaving Saint Hill or being classified. Both the HGC and the Department of Review make charges as the service is costly to give and the student must not have taken advantage of the course facilities or must have failed to report "interpretations" of technology or policy or their negation or must have sought unusual solutions from others instead of doing what is given on bulletins and tapes.

Every effort is being made by myself to give~ the material to the student and get it safely and beneficially applied. On my part all I ask is adherence to the technology and policy of the GPM Unit and their correct application. Any variations or new materials or new texts will be written by myself when found necessary after thorough Review of existing materials. Suggested corrections or expansions should be reported in writing with full details and references and accompanied by copies of the material in question to the Department of Review but the person reporting and that Department may not relieve anyone from compliance with the material on which the change is requested until it is changed by **HCOB or HCO Pol** Ltrs or is placed on tape by myself.

No other issue or "interpretation" has any validity and the course, the seniors, the instructors and the students are entirely responsible for holding firmly to the policy officially released by HCO Policy Letter and following exactly the technology released by HCOBs and on my tapes.

The material is powerful. It will make a real Clear for the first time in, the history of Man, and thus opens the further way to OT.

All I want is good auditors and cleared people.

I fully intend to have them, if necessary at any cost.

In accepting the GPM Unit Instruction post on the Course the Instructor agrees to these terms.

In entering that Unit, the student agrees to these terms.

If not agreed with, then there are other posts and there is the HGC.

Here is where we separate the men from the boys, the ladies from the children.

Up to now it was maybe an unserious affair.

It takes guts to go through the bank, it takes steady good instruction and earnest bright study and exact text *book* auditing. The tolerance of sloppy auditing in this level is nil. One mistake is too many.

This is the Road out that must be followed. I didn't build the bridge to have people knocked off of it.

So that's policy on the GPM Unit.

I rather think it will be followed.

For if it isn't the way is barred for the next eternity.

We aren't playing now.

That's the way it is.

Let's get the show on the road.

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[Note: Paragraph regarding bonus has been corrected per HCO PL 23 April 1965, Issue 11, adding specific of who gets bonus.

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 13 MAY 1965

**Gen Non Rernimeo
Sthil Staff
Sthil Students**

URGENT

**SHSBC UNIT
GRADUATION**

(Effective 17 May, 1965)

The Instructors of Units C & D need not accept on their units any student from a lower unit who does not have an adequate meter and needle.

Students whose meter responses and TA position are non-optimum have been demonstrated by recent survey to be incapable of absorbing the material of the Levels Orientation, Understanding and Enlightenment and stack up in Classes III and IV with increasing frequency.

This is therefore a matter forced upon us by the states of case of people. At the same time we are fortunate to have the technology which handles all this.

A student whose meter is non-optimum (high TA, very low TA sluggish or pulsing or RSing needle, or "dead thetan") just wastes time when he moves above the level of his case.

Classes 0, 1 and II are perfectly capable of improving meter conditions on the average pe when processing is properly applied and the Case Cracking Section can do the job quickly for those whose cases are in rougher shape, and more cheaply than a student's living costs for the period he would lag on course.

Instructors who do not graduate students from their units into the next unit are of course subject to down statistics and therefore Emergency.

This discovery of how and why some students took so much time on course makes it necessary to lay down the policy contained herein:

Units C & D may not accept students whose meters show poor case condition.

The Director of Examinations may not pass for graduation or termination students whose meters show non-optimum case condition.

Getting his case in shape is a responsibility of the student. When the student fails to take responsibility for it, course personnel may act to get it done.

The Saint Hill Course is a Course, not a clinic. It is the business of the course to produce auditors who can audit. Little attention need be paid to cases or auditing schedules or auditing check sheets except as above and to give the student a chance to demonstrate his skill as an auditor.

Case is no excuse for not auditing. It can however prevent classification if not cared for by the student. No one is owed classification. It is an award.

The Director of Examinations or any examiner may demand Auditor's Reports of the student to prove his or her ability as an auditor, and may demand a session be given so that it can be observed.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MAY 19 65

Sthil Staff Sthil Students

HCO SPECIAL BRIEFING COURSE

STUDENT GUIDE TO ACCEPTABLE BEHAVIOUR

GENERAL

1. Adhere completely to the Code,of a Scientologist for the duration of the course and behave in a manner becoming to a Scientologist at all times.
2. Get sufficient food and sleep. Always eat breakfast before class and morning sessions.
3. When being a preclear, be one, not a student or auditor. When being an auditor, be an Auditor, not a student or preclear. When in class and lectures, be a student not an auditor or a preclear.
4. Get off all your known withholds. Know definitely that you have absolutely no hope for case advancement unless you get these known withholds off to your auditor. Any violation of Course rules must be reported by the auditor on the auditing report for that preclear so that they are no longer withholds from L. Ron Hubbard, Mary Sue Hubbard or Supervisors.
5. . Students are seated during lectures according to units, the highest unit in the front, the lowest unit in the back.
6. When you are requested to ask questions during a lecture, raise your hand and receive permission first before stating your question. Never speak out unless permission has been granted.
7. Be as quiet as possible during lectures. Laughter or applause is perfectly all right. The sounds not desired are rustling of paper, scraping of chairs, coughing, clicking of ball point pens in and out, or any other such noises. If you can't prevent yourself from coughing, please leave the lecture as quietly as possible. You can hear the lecture later from the tape. If you do have a tendency to cough or clear your throat, please sit to the back of the lecture room as it is farthest from the microphone.
8. If you don't know something or are confused about course data, ask a Supervisor or send a despatch. Do not ask other students as this creates progressively worsening errors in data. Also dispatches from you to L. Ron Hubbard will be relayed if you place all such in the basket marked "Students Out".
9. Students may only use the coin box telephone during non class periods.
10. Be polite and courteous to the children.
11. You must get the permission of L. Ron Hubbard to leave course before you are allowed to leave. You won't be released if there is any doubt that you are inadequate technically or your case is considered in poor condition. Give a three week advanced warning as to when you are leaving.
12. All these rules and regulations are inflexible, and are to be followed by all students during the course unless permission has been previously received from a Supervisor.

A VDITING ,

13. Do not consume any alcoholic beverage between 6 a.m. on Sundays and after class on Fridays.
14. Do not consume or have administered to yourself or any other student any drug, antibiotics, aspirin, barbiturates, opiates, sedatives, hypnotics or medical stimulants for the duration of the course without the approval of the Course Supervisor.
15. Do not give any processing to anyone under any circumstances without direct permission of the Course Supervisor. (Emergency assists excepted.)
16. Do not receive any processing from anyone under any circumstances without the express permission of the Course Supervisor.
17. Do not engage in any "self-processing" under any circumstances during the course at any time.
18. Do not receive any treatment, guidance, or help from anyone in the healing arts, i.e. physician, dentist, etc., without the consent of the Course Supervisor. (Emergency treatment when the Course Supervisor is not available is excepted.)
19. Do not engage in any rite, ceremony, practice, exercise, meditation, diet, food therapy or any similar occult, mystical, religious, naturopathic, homeopathic, chiropractic treatment or any other healing or mental therapy while on course without the express permission of the Course Supervisor.
20. Do not discuss your case, your Auditor, your Supervisors, your classmates, L Ron Hubbard, HCO WW personnel or HCO WW with anyone. Save your unkind or critical thoughts for your processing sessions or take up complaints with any Supervisor.
21. Do not engage in any sexual relationships of any nature or kind or get emotionally involved with any classmate who is not your legal spouse.
22. Follow the Auditor's Code during all sessions when being the Auditor.
23. Follow all auditing directions given you on report forms for your preclear.
24. Follow technical procedure as outlined on the course exactly and precisely.
25. Be honest at all times on your auditing report forms. Stating every process run, Tone Ann changes and times, Sensitivity setting, cognitions of your preclear and any changes of physical appearance, reactions, communication level, or otherwise what you observe in your preclear.
26. Place all reports in the folder of your preclear after each session, and place all folders in the basket marked for such.
27. Students must not read their own report folder or that of another student, unless he is auditing that student.

GROUNDS AND PREMISES

28. Do not make any undue noise in the evenings either indoors, in the grounds, or when leaving class.
29. Use the correct entrances for entering and leaving the premises.
30. The Hall and only the Hall is open on Saturdays and Sundays and students may come to study and listen to tapes on those days from 8.00 a.m. to 5.00 p.m.

31. The Manor is out of bounds to students without permission of a Supervisor.
32. Look over the grounds, by all means, but do not pick the flowers. You may use tennis courts and croquet green by tennis courts and you may fish in the lake. The use of the swimming pool is not allowed as it is reserved for the children.
33. During the week all class buildings are closed at 6.30 p.m. unless otherwise assigned.

QUARTERS

34. Do not put cigarettes out in the plastic waste baskets or on the floors.
35. Keep all your bulletins, supplies and personal possessions in the space allotted to you and keep your space neat and orderly.
36. Do not use lecture platform in the Chapel to work on or to put things on.
37. Auditors and preclears are not allowed to smoke during sessions. Students are allowed to smoke during breaks only and always outside any study or auditing quarters.
38. The basket marked "Student In" is the basket where all communications, bulletins or mail to students are placed. Always check this basket daily to see if you have received any communications.
39. Report and turn in any damaged property or goods used on the Course. Protect and keep the premises in good condition.
40. No food may be stored or eaten in the Chapel or Hall at any time.
41. Food may be stored *during the daytime* in the Cloakroom adjoining the 'Ladies Shower Room' only. Food may be consumed in the Pavilion during the lunch break and dinner break. All waste wrappings and waste food must be taken to and deposited in the outside dustbins, adjacent to the garages, before the end of the break. No food may be kept anywhere on the premises overnight.

SCHEDULES

42. Be on time for class and all assignments.
43. Buy any books you need from the invoice clerk from 12.00 - 1.00 and 2.50 -3.00 and at no other time.
44. Follow all schedules exactly.
45. Study and work during your class periods and over weekends. You have a lot to get checked out on in order to get a course completion. You can't afford to waste time.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO, POLICY LETTER OF 3 JUNE 1965

Saint Hill
Grads after
Jan 64

ALL GRADS SINCE JAN 64

Tech Div

R6 EW

The R6 EW materials and L4 & L6 ARC Break Lists have been sent to all SHSBC grads since Jan 1964.

These materials are issued to them for use on their own cases.

They may have the Solo Audit HCOBs as well.

They may not use these materials on the public. Serious damage has been done by two US Auditors defying policy on using R6 on raw meat with resultant spins and illnesses.

Do not print or publish or give it to others.

Read the material carefully and follow it exactly.

Those SHSBC grads who have used it report remarkable success with it and I am happy to have trained them well enough to make it possible to use it on themselves.

There is not and never will be a public application to be by auditor use of clearing. The nature of the process forbids it. Releasing is for the untrained. Clearing can be attained only through training as the pcs don't know enough about life to know how to handle their bank in any way.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 JULY 1965
Issue III

Sthil
Sthil Students

COURSE R6 AUDITING

The HCO Policy Letter of 13 April 1965 which restricts the auditing of R6 to training premises is cancelled.

R6 auditing may be conducted either on the premises or off the premises.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 AUGUST 1965

Saint Hill Executive Staff only

TECHNICAL QUERIES FROM R6 GRADUATES

Letters from R6 Grads concerning technical reports on their auditing and technical queries concerning R6 EW should be routed to the Technical Secretary for answering. These letters may be typed in typing pool if Tech Division has no typist of their own.

In answering these letters, the Technical Secretary should follow Policy on the answering of Technical queries. The Technical Secretary must take care never to ignore any expressed want in the letter and to refer the graduate wherever possible to the Advanced Scheduling Registrar for scheduling for HGC Saint Hill, retreat or internship.

If there is an expressed want to set up a City Office or forming Org this should be referred to HCO for handling.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 SEPTEMBER 1965

Saint Hill only
SHSBC Students

**CLASSIFICATION REQUIRED BEFORE MOVING
TO NEXT LEVEL**

The Saint Hill Special Briefing Course Levels 0 through IV is a Review Course at a high professional level.

Although Classification is an award, because of the degree of excellence of auditing required at Level VI, Saint. Hill students are required to get classification at the lower levels.

Students are required to complete the Theory Checksheet at each level and attain certification before going into the Practical Section for that level. Students MUST complete the full Practical requirements including the auditing requirement and attain Classification for that level before moving on to the Theory Section of the next level up. This makes for an orderly progression through the course and will be found to be to the students' advantage to not be tied up in incomplete cycles of action while trying to study for higher levels.

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,

In the Practical Section of each level, the student is to do his auditing requirement on his own responsibility during the evenings or weekends and have the auditing requirement completed by the time he has completed his practical checksheet. If the student has failed to do this, he will have to review the Theory for that level, as well as the Practical, as it will be conceived that the student's confidence in his material for the level is lacking to the extent that he has not reached for, found and audited a preclear.

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.

Any student, who, at the date of this Policy Letter has been working at a level that he or she is not Classified up to the next level below, is given a grace period of two weeks exactly to 'catch up' on Classification. Student attention is called to HCO Policy Letter of 23 August AD 15 -Classification at Upper Levels-Temporary Measure.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 OCTOBER 1965

Gen Non-Renrimeo
Sthil Scientology Staff
Sthil Students
Franchise

(Amends HCO Policy Letter of
27 February 1965)

COURSE PATTERN

The Saint Hill Special Briefing Course is to be organized as follows:

It will be divided into four units. These units are:

Unit A covering Level 0 Unit B covering Levels I and 11 Unit C covering Levels III and IV
Unit D covering Level VI.

One Supervisor is in charge of each unit. He or she is responsible for the theory and practical supervision and all other training and discipline matters relating to that student for the duration of his progress up through the levels covered by that Unit.

A student in a unit is classed for the level he or she has completed but the student in a unit is designated for the classes being studied for as follows:

A 0	Class Zero	Unit A	Pavilion
B I	Class I	Unit B	Chapel
B 11	Class II	Unit B	Chapel
C III	Class III	Unit C	Pavilion
C IV	Class IV	Unit C	Pavilion
D VI	Class VI		Hall

A Supervisor is assigned to each of A, B, C and D, four Supervisors in all. The course is headed by the Director of Training.

While progressing toward his Classification for each level the student is under only one supervisor.

On enrolling the student is not given an examination for placement but is checked for valid enrollment prerequisites (which remains HCA) and is entered into Unit A which consists of a check sheet for theory and practical. Materials include orientation at Saint Hill, vocabulary materials, etc, to safeguard against previously misunderstood words.

When the student has completed his theory check sheet, he is routed to the Director of Examinations, Qualifications Division, to attest that he has done so. He then receives his Certification for the level and is promoted to the Practical work of the Level. Once he has received Certification for a Level, he is permitted to audit an outside pc to Release on that Level.

When he has completed his Practical check sheet and achieved the Release of his pc, lie presents his auditor's report to Dir Exams. When this report has been accepted as satisfactory by Dir Exams, the student may sit for written examinations on the Level.

If the examination is not passed, the student remains in the Qualifications Division in the Cramming Section at a charge of f.2 per day until he is able to pass an Exam on the Level.

When the Examination is passed, the student receives Classification for the Level just completed and moves into the next level.

This same procedure is followed through all the levels on upward, Certified, then Classed at each level.

Saint Hill is a briefing and review course and the check sheets are not the check sheets of an Academy for the same class and grade, containing only vital materials.

A student can have a classification examination for IV or below any time he or she wishes, regardless of course status or unit.

Any existing classification is laid aside for course duration at this time (but is reinstated at course end, even though the student will probably be well above it) as the final materials now in existence are new and quite stable and students need the briefing.

On termination the highest classification obtained on the course will be actually made up in full and signed. This is usually Prov Class VI. However the student is owed only the highest certificate attained as classing is entirely optional with the Dir Exams always.

A student may go as high as he likes on this course but must be a valid HCA to enroll. However our oldest rule holds. Anyone can have an HCA who can pass the HCA examination, which today is the examination for Class II. But it would be a good idea for anyone trying for an HCA by examination only to be examined for it by his nearest HCO first.

It is the full intention of the course to round out all those small bits missed in former study.

Previous estimates of time on course may have to be revised. Amount of materials from Zero to IV have reduced and the length of time spent on R6 materials and solo auditing is only a few weeks. Level VII is not part of the present course and will not be. It constitutes another course, since it is taught under entirely different conditions.

Academies will probably be following this same pattern up to IV except that each level will be separately enrolled for and delivered in the longer period of one month. Therefore the Saint Hill Course, originally designed to improve auditing over the world, having done so has to be taught now in this fashion to give old auditors a look in at each level so they can audit and teach it and newer ones a chance to be thorough and catch up on any bits skimmed.

Training is otherwise unchanged. And the materials of VI have been relatively stable for over a year and IV and below complete and stable. Therefore, shifting technology is no longer a student problem, for there is no reason to shift it when it's the shortest proven way. Printed texts will take a long time to prepare and issue. But meanwhile, it's all here at Saint Hill.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 FEBRUARY 1966

Applies to
Sthil only

Exec Sees
Tech Sec

D of T

Course Supervisors

Mimeo SH

Qual See & Qual Staff

Qual and Tech Divs

CHECK SHEETS, COURSE

THEORY COURSES

The check sheets of the Saint Hill Special Briefing Course Theory Courses will be changed as fast as is feasible to The Library Lists HCOB 30 November 1965.

These will be on a Zero rate.

Only the vital points like Axioms, Scales and key processes and Model Session are Star-Rated and these must be picked out and pointed up on the Check Sheets by the Tech Sec.

The Tech Sec is responsible for making up check sheets from the Library List omitting only any totally irrelevant HCOBs or books or pamphlets but keeping the amount of material as large as possible.

Obviously a student cannot have a copy of each bulletin or pamphlet so they are made up into sections of the level in a folder and the student hands it in when he has read it and it is reused. Students may buy copies of bulletins they want at the usual price and must pay for any they lose.

Tape check sheets will remain as they are at this time but will be added to when the Tape Library List is completed.

PRACTICAL COURSES

The Practical Courses will include the use of a doll. All auditing actions must be letter perfect using the doll before the Auditor is permitted a live pe.

A Grade Released pc for the level is required for the Classification to be assigned.

LEVEL VI

Level VI must include the entirety of the Whole Track materials assembled by M. Routsong and boxed.

These are Zero rated.

Practical for the Level consists of finding and running late implants on another pc for which the plot is known and given.

Solo Auditing Theory materials are then studied.

Practical is completed by Solo Auditing to Grade VI Release.

Persons taking this course with no earlier training must be given an E-Meter Check Sheet, rudimentary TRs and some Model Session before doing any of the above.

WARNING

There are two kinds of theory training. One is to go over a little material but very thoroughly. We have lately been doing this. The other method which I favour and have the best success with, is to go over LOTS of material lightly and swiftly and *then* go over a very small amount of very important material thoroughly.

Thus this is a shift in gears for Course Supervisors and they must not get in the students' way in going over lots of material beyond being sure it is actually covered and no misunderstood words exist in it. And they must be plain murder on the small bits that are Star rated. Axioms by heart mean Axioms by Heart and no "Ah -- er -".

Remember that anyone enrolling in the SHSBC has been through the featherweight, small cheek sheet Academy Courses. These people lack a broad command of the subject. So we will give it to them.

EXAMINERS STUDENTS

The method of student examination is changed herewith.

THEORY

The Certificate Exam shall consist of:

1. Assurance the student has covered the broad body of data;
2. Assurance the student can parrot the Star Rated bits quickly, and
3. The student is not all at sea about the principles of the level and why it is a level.
4. The student can demonstrate the principles.

PRACTICAL

The student examiner on a Classification Exam must be sure the student can

1. Go through the motions of an auditor for that level;
2. Answer up to some practical questions about what to do;
3. Show evidence of having released a pc at that level and in a very proper, uncopied report.

The 5 GAEs if they appear at any time at any level constitute a flunk of the examination.

Examinations should only be carried on to a point where the Examiner knows whether the student doesn't know or knows but examination should be quite pitiless.

An Examiner finding a student is obviously too bad should always send the student to Review for an Assist before sending to Cramming.

The Assist should handle ARC Breaks and misunderstands before anything else.

Only flunking incorrectly or *passing incorrectly* upsets students. The truth leaves them cheerful. Whatever else happens.

These changes are not so much changes as you think. The original method of teaching the SHSBC is being resumed.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 AUGUST 1966

Sthill only
All Staff

ROUTING AND HANDLING OF SHSBC STUDENTS

ANY STUDENT ON THE DAY SHSBC IS FIRST AND FOREMOST A STUDENT.

This rule is true regardless of what other activities they undertake on their own time.

No student may hold a post on the Foundation, if, in the opinion of the Supervisor, it interferes with the student's progress on course.

Any student holding a Foundation post must be immediately replaced if course progress is being impeded.

ORDERS AND ROUTING

Any orders or routings given to a student by another section of the Org which will interfere with course hours must be done via the Tech Sec, D of T, and the Course Supervisor of the student concerned.

The sole intention of the latter is to prevent students from "disappearing" from course into the HGC, Review, or anywhere else, without the Supervisor having directly sent the Student.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 SEPTEMBER 1966

Ramimeo All Staff and Students

**REQUIREMENT FOR TERMINATION ON THE SHSBC
AND ENROLMENT ON SOLO COURSE**

It has been observed that among the early Clears Grade VA Release was an important gradient toward the achievement of Clear.

This Grade is no longer to be omitted by those who wish to enrol on the Clearing Course.

It is now required that all students achieve Grade VA Release as well as Grade V before they may terminate from the Saint Hill Special Briefing Course.

It is also a requisite that all students enrolling on the Solo Course be Grade V and Grade VA Release.

The gradient from Grade V to Solo Auditing and then the Clearing Course will then be much smoother and easier.

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Founder

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HCO POLICY LETTER OF 5 OCTOBER 1966

Unit Supers
students
SH Only
Ad Council
Qual Sec
Tech Sec

STUDENTS TERMINATING

LEAVE OF ABSENCE

BLOWN STUDENTS

L Students Terminating

Any student terminating the SHSBC, the Solo Audit Course, or the Ministers Course is to get an end of course clean-up by a qualified fellow student on a June 26 Form run as Auditing by List.

The D of T is responsible for seeing that this policy letter is put into effect.

Any student routing form now in use should be modified to include this step. The Unit Supervisor is to sign in the proper place.

In case of difficulty in the cleaning up of the form, the student should be routed to the Dept of Review for a formal review session.

Ethics cannot OK the termination without the form signed by the Unit Supervisor, whether a review session occurred or not in the Dept of Review.

11. Leave of Absence

(a) Any student wanting to leave course should be treated as a kind of blow and sent to Review. Only after a review can any leave of absence be granted by the Tech Sec, on D of T's advice and after an Ethics clearance. Valid evidence of the necessity for a leave must be presented by the student. In no case can it exceed two weeks. Exceptional leave of absence exceeding a two week period can only be granted by the Ad Council upon presentation of strong evidence of the necessity for such and after the above routine has been gone through.

(b) A short leave of absence of a day or so can be granted by the Unit Supervisor without any further okay than by the Dir of Training.

Iff. Blown Students

Blown students are handled as per HCO Pol Ltr of April 5, 1965, HCO Justice Data re Academy & HGC-Handling the Suppressive Person, Volume 1, page 381 -"The Blown Student", and any other policy letters dealing with suppressive acts.

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Founder

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HCO POLICY LETTER OF 12 OCTOBER 1966
Issue V

Remirneo SHSBC Students SOLO Students Franchise FSMs BPI

DURATION OF SHSBC AND SOLO COURSE REQUIREMENTS

The following requirements will assure a fast flow through the SHSBC and Solo Course, and will result in well grounded auditors and solo auditors who can really handle the materials covered.

SHSBC REQUIREMENTS

Certification for Level 0, including the Dianetic Course and Dissem Drill, to be completed in 7 weeks and Classification in 2 weeks.

The other Levels up to Level VI are to be completed within 3 weeks for each Certification and 2 weeks for each Classification.

Both the Certification and Classification requirements for Level VI must be completed in a period not exceeding 5 (five) weeks for each.

SOLO COURSE REQUIREMENTS

Solo Course Students, by the nature of their course, are to complete a minimum number of actions within a specific time, to wit:

Zero checkouts	25 daily
Star-rated checkouts	2 daily
Tapes to be listened to	2 daily.

These are minimum requirements only and a fast student will discover that he can complete much faster. This is the road to freedom and OT, and the faster we move, the sooner we'll have a clear planet.

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Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 DECEMBER 1966

Students Foundation Training

WHAT THE SHSBC STUDENT NEEDS TO KNOW ABOUT FOUNDATION

As part of your requirements as a student is auditing the general public, you need to know the following:

1. Having disseminated and found your pc, before you audit him on any process, put in a good Reality Factor on the Gradation Chart, the various levels he will be audited through, and the fact that he will have to come to the Organization for a Release check. Also you must tell him that it might be necessary for him to have Review auditing, and this costs money; so bridge him in on this point.
2. After auditing your pc to Release, you bring him into the Reception in the Foundation either in the weekdays between 7:30 p.m. to 10:00 p.m., or weekends from 9:30 a.m. to 6:30 p.m. It is necessary that you accompany him into Reception and take his folder in with you. You also wait in Reception until he has had his declare. If all goes well, that is the end of that cycle. If not, he will not be too surprised at the Review action as you have explained it to him in the beginning.
3. The best dissemination is books. If your pc has read something, he will have more reality on the auditing and the Organization. Get him to buy a book.
4. Take or send your pc to a PE Course. This is a free service and will not lose you your pe. You may continue auditing him up to Level IV.
5. When your pc has come up through the grades and has become interested in going further in Scientology Training or Processing, you select him for the rest of the Services he requires.

Dalene Regenass	D/Qual F
Julia Galpin	D/HCO F
Julia Galpin	Ad Council F
Julia Galpin	LRH Comm F
Jill van Staden	Ad Council SH
Otto Roos	
Ken Delderfield	LRH Comm SH
Leon Steinberg)	
J.J. Delance	Ad Council WW
Philip Quirino	LRH Comm WW
Mary Sue Hubbard	
The Guardian WW	
for	
L. RON HUBBARD	
Founder	

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HCO POLICY LETTER OF 24 FEBRUARY 1968

Gen Non-Rernfinco 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 Annakin	- Public Exec See SH
Edie Hoyseth	- Qual See SH
Bene Neal	- HCO Area See SH
Monica Quirino	- HCO Exec See SH
Herbie Parkhouse	- Org Exec See SH
Ken Urquhart	- LRH Comm SH
Anne Tampion	- D/HCO Exec See WW
Allan Ferguson	- Org Exec See WW
Tony Dunleavy	- Public Exec See WW
Ken Delderfield	- LRH Comm WW
Joan McNocher	- Dep Guardian WW
Mary Sue Hubbard	- The Guardian WW

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L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 OCTOBER 1965

Remimeo

Tech Div
Qual Div
Dissem Div

SAINT HILL SOLO AUDIT COURSE

(Effective 1 November 1965)

**OF PARTICULAR INTEREST TO POWER PROCESSING
PRECLEARS**

Solo Audit Course is inaugurated at Saint Hill for those non-professional preclears who, obtaining Grade V Release, wish to go on to Grade VI and Grade VII.

It is to be fully understood that this course applies only to solo audit and gives no auditor certificate but only a grade of Release certificate when complete. A person taking this course is not to audit others above any auditor class the student actually holds.

It is further to be fully understood that any trouble the solo auditor gets into must be resolved by a proper Class VI auditor in an organization and that such assistance is at the student's own expense and is not part of the offered courses. Such help is called A SOLO AUDITOR ASSIST and is charged at existing auditor rates by the whole hour for all hours and any part of an hour. Such SOLO AUDITOR ASSISTS are normally given by the QUALIFICATIONS DIVISION. They consist of by-passed charge assessments using standard lists, track analysis to find where the solo auditor has gotten to and case analysis to discover what is wrong. They also include rehabilitation of a release state overrun. They do not consist of auditing the materials for the grade.

**SOLO AUDIT COURSE
GRADE VI**

Prerequisite: Grade V Release. Full and unqualified Ethics Clearance.

This course consists of the following:

The parts of life-thetan, body, mind, physical universe, engrams. Vocabulary for parts of the E-Meter.

Elementary E-Metering.

Elementary Solo Auditing on PTPs, etc. Keeping an Auditor's Report.

The history of Dianetics and, Scientology.

Vocabulary for the bank as used in the film The Pattern of the Bank.

The film The Pattern of the Bank and any other pertinent film with full checkouts (in its data (not just viewed).

Whole track data.

R6 EW technology. Solo Auditing to Grade VI Release. Release Certification when attained.

When this course is completed, the Grade VI Release is eligible to enroll on the Saint Hill Clearing Course on a solo audit basis for Grade VII Clear. No other certificate will be given than a grade certificate. And the person is given no right to audit others. But the person may attain Clear by this route.

(Note: This is the non-professional route specified in the earlier Gradation programmes.)

ARRANGEMENTS

The Solo Audit Course Grade VI will be taught in the Technical Division Department of Training Saint Hill. It will be called Unit E-One and will be handled by the E-Unit Course Supervisor who, in case of numbers, may have an E-One Supervisor under him to handle this course.

This course absorbs the R6 EW Short Course taught to org executives who were not properly classed for the Saint Hill Course. All students of the R6 EW Short Course are transferred to the Solo Audit Course, the materials being similar.

The course has already been piloted and was found to be successful.

This course in no way supplants the Saint Hill Special Briefing Course or Academy Courses O-IV and the student is warned that the course is designed to make him or her only a solo auditor and in no way prepares one to audit others or handle others with Scientology and that if any certification or Classification or full understanding of technology is required the student of the Solo Audit Course will have to begin with lower classification training. It is however admitted that a Grade VI Release would have little trouble with the lower levels of training and that a Clear would have no trouble at all.

SPECIAL ARRANGEMENTS

Where a person has gone Grade VI Release by reason of earlier auditing on goals as happened occasionally prior to 1965 (they had gone up through all grades unknowingly and these were rehabilitated after the fact) the student yet must successfully complete the Solo Audit Course in order to qualify for the Clearing Course and in no case will anyone be enrolled on the Clearing Course unless the Solo Audit Course has been passed,

Persons enrolled on the Saint Hill Special Briefing Course take a longer professional version of the Solo Audit Course as part of their training and as covered by their enrollment fee at this time.

The price of the Solo Audit Course is f 275.

An additional fee of f 275 is required for the Clearing Course.

An HCA certificate from an Academy is required to enroll on the Saint Hill Special Briefing Course.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 NOVEMBER 1965

St Hill only

TRANSFERS FROM SHSBC TO SOLO AUDIT COURSE

Students wishing to transfer from the SHSBC to the Solo Audit Course may do so only with permission of LRH.

Full credit is allowed for any sums not consumed by the Saint Hill Special Briefing Course.

Compute as follows-Number of weeks on SHSBC times f 11.9.2 subtracted from ~C275 equals amount to be credited toward the Solo Audit Course.

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HCO POLICY LETTER OF 22 SEPTEMBER 1967

Tech Hats
Qual Hats

SOLO AUDITING FOLDERS

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

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

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 NOVEMBER 1967

Solo Course Students Level VI Students

R 6 MATERIALS

THE MATERIALS OF R 6 ARE TOTALLY CONFIDENTIAL. THEY ARE TO BE KEPT SECURE *AT ALL TIMES*

This means that the only people who may talk about or be talked to about, or may see these materials are those people who are on the Solo Course or Level VI and those people who are already Grade VI or Class VI or above. No one else may see these materials. If left at home, they are to be kept under lock and key.

Responsibility for these materials lies completely with the students they belong to. Violation of this policy in any way, such as losing any of these materials or leaving them lying around, will incur severe Ethics action.

Chief Solo Course Sup	Malcolm Cheminaiis
Director of Training	Dalene Regenass
Tech See SH	Allan Ferguson
Qual See SH	Helen Pollen
HCO Area See SH	Bene Neal
Chairman, Ad Council SH	Helen Pollen
Exec Council SH	J.J. Delance
	Barbara Gentry
Pub Exec See SH	Rosalie Vesper
LRH Comm SH	Irene Dunleavy
Chairman, Ad Council WW:	Mike Davidson
Exec Council WW	Leaks Marinko
	Tony Dunleavy
LRH Comm WW	Ken Delderfield

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Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 DECEMBER 1965

Saint Hill only

STAFF ON SAINT HILL CLEARING COURSE

In accordance with long standing solo audit policy:

At least 5 hours of auditing must be done a week by the Saint Hill Staff on the Clearing Course. The reports and materials of these sessions must be handed to the Clearing Course Supervisor each week.

Failure to comply with this will result in being sent to review at own expense.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 JANUARY 1966

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 I 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.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 FEBRUARY 1966

Clearing Course
Students

**CLEARING COURSE
SUBMISSION OF FOLDERS**

Every Clearing Course Student away from Saint Hill must send their folder, or a written report about their auditing, to the Clearing Course Supervisor, Saint Hill. This information must be received once a month.

Non-compliance will result in the Student being classed as a blown Student and he or she will be handled as such.

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HCO POLICY LETTER OF 3 FEBRUARY 1966
Issue II

Clearing Course Students

**CLEARING COURSE
WEEKLY AUDITING HOURS**

All non-Saint Hill Staff Clearing Course Students who are working at Saint Hill as Internes, or in any other post, before returning to their countries, must complete 5 hours of auditing a week.

Non-compliance will result in the Student being sent to Review at his or her own expense.

The folders must be given to the Clearing Course Supervisor every Thursday.

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[Cancelled by HCO P/L 14 October 1966, Clearing Course *Folders*, page 481.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 13 MARCH 1966

Rernimeo
Franchise
Auditor 14
BPI

AMNESTY

Celebrating the First real Clear made on the Saint Hill Clearing Course, a general amnesty is ordered.

Any and all persons who have been dead filed or declared suppressive are included in this amnesty providing they report to the HCO Area Secretary in their nearest organization and obtain a clearance from her and an auditing check in the Department of Review.

I have no wish to have any organization stand in anyone's way on the Road to Clear. The complete route is available and proven. It is time to settle all differences for the day of total freedom is here.

With this amnesty I wish to thank from the bottom of my heart those who helped, and I wish to hold no rancor for those who in ignorance of what we sought, may have hindered us-the time is long over when we could be stopped.

All actions or intentions before this date are freely forgiven.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 APRIL 1966

Gen Non-Rernirneo
St Hill
Clearing Course
Students

ETHICS: CLEARING COURSE

Whenever a Clearing Course Student is found guilty by Ethics of serious non compliance of Clearing Course instructions, blowing from Course, Misuse of Clearing Course material, communicating about the Clearing Course to anyone (which includes Clearing Course students) other than the Clearing Course Supervisor or a Review auditor properly assigned to the case or of any action resulting in action having to be taken by Ethics, an Ethics investigation is to be ordered immediately by the HCO Exec Sec, St Hill to find who was responsible for allowing such a security risk on to the Clearing Course and make recommendations.

The Clearing Course Supervisor may demand of the HCO Exec Sec that a Committee of Evidence be called if he/she is of the opinion that the security of the Clearing Course is threatened and no action is being taken.

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[Revised to include Advanced Courses by HCO P/L 12 August 1971 issue V (corrected & reissued 24 October 1971), *Ethics: Advanced Courses*, in the 1971 Year Book.]

HUBBARD COMMUNICATIONS. OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 AUGUST 1966

Rernhneo

ETHICS

CLEARs, INVALIDATION OF

Spreading false tales to invalidate Clear's is a High Crime.

Anyone found spreading libelous and slanderous statements about the alleged behavior of Clear's shall be declared Suppressive at once by the first Ethics Officer so hearing of the matter. Investigation should take the form of looking for a criminal background on the person spreading such rumours.

For sixteen years I have been subjected to this type of attack. Now it is being transferred to Clear's by Suppressive Persons.

Such attacks are born out of terror of having anyone better or stronger. This is the basic motivation of any SP.

It has been a hard task to bring the shreds of civilization to a scientific barbarism known as "Western Culture".

Quite obviously it will require a long time to get Ethics in on this society. We have not been tough enough.

So get tough.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 AUGUST 1966

Gen -Non Rernimeo

**OT COLOUR FLASH
COLOUR FLASH ADDITION**

Clear is a green flash mark or green envelope, confidential to keep people from looking at the contents and getting sick or worse.

OT (Operating Thetan) Course materials AND COMMUNICATIONS shall be gold striped on white or manila or gold envelopes. The clue is GOLD.

Clear-Dark green stripe or envelope.

OT-Gold stripe or envelope.

Communications so marked MUST NOT BE OPENED by any but Clearing Course, OT Course or OT Base Personnel.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non- Rernimeo HCO POLICY LETTER OF 12 AUGUST AD 16

OT Course Students Issue 11

Clearing Course Students
All Staff

Post Public Bull. Board **THE OPERATING THETAN COURSE**
in Each Org

The OT Course has started. It is available by invitation by Part only. Once a person has attained the State of Clear, he does *not* immediately become eligible to enrol on the OT Course. He or she may be invited to enrol in Part 1.

The OT Course is divided into levels. Each level is called a Part. Enrolment in each Part will be by invitation only.

The reason for this is that for the first time in this universe we are making real cleared (not keyed out) OTs. The power of these beings will be unlimited. This whole operation must be done in an organised manner, and it is expected of the beings on the OT Course that Scientology Ethics Codes will be always applied and followed. For example, an OT or OT Course Student would be expected never to attack another being or group unless that being or group had been formally declared suppressive by our Ethics Section. Also it is intended that there will be no leakage of upper level confidential materials which could be used destructively by suppressive persons or groups.

If a person has shown by his past actions that he cannot be trusted to follow the Ethics Codes of Scientology, he will not thereafter be invited to enrol on Part I of the OT Course, for it would be to invite disaster to do so.

We intend to "Bring Order" to this universe. And we shall do so.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remirneo HCO POLICY LETTER OF 16 AUGUST 1966

Ethics Hats Issue II

Clearing Course
Super

Clearing Course **CLEARING COURSE SECURITY**
Students

If any Ethics Officer receives a report that a Clearing Course Student is engaging in activities such as to indicate that he or she is a potential security risk with regard to Clearing Course materials, the Ethics Officer must immediately cable the Clearing Course Supervisor at Saint Hill giving brief details, and airmail full details immediately.

Any sort of squirrel activity, contact with declared SPs: or Suppressive Groups, entheta about or enturbulation of Scientology Orgs, or failure to report or communicate promptly to the local Ethics Officer when so requested, would be grounds for suspicion. *Unsolicited* receipt of mailings from a Suppressive Group would not, particularly if turned in unread to the Ethics Officer.

The Clearing Course Supervisor, on receipt of such a report, immediately cables the Ethics Officer to collect the student's materials and forward them to Saint Hill. The Ethics Officer may deputize any person qualified to handle such materials, but must comply immediately.

Meanwhile a full investigation into the allegations against the Clearing Course student is done and speedily completed. The findings are reported by airmail to the Clearing Course Supervisor.

If the allegations are found to be totally untrue, then the person making them is subject to severe Ethics action, since he has wasted a Clearing Course student's auditing time and slowed him down on the road to Clear.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 14 OCTOBER 1966

**Clearing
Course
Students**

CLEARING COURSE FOLDERS

(This Pol Ltr cancels the Pol Ltr
of 3 February 1966, "Clearing Cour.-,
Weekly Auditing Hours")

All Saint Hill Staff and Internes for Saint Hill and all other organisations who are on the Clearing Course, must bring their folders in on Tuesday to Reception at 9.30 AM. Their folders will be returned to them later that same day.

All other Clearing Course students who are living in the East Grinstead area and who are not staff members must bring in their folders every Thursday to Reception at 9.30 AM. Their folders will be returned to them at 2.30 PM in Reception.

A student may, of course, bring in his folder for the Clearing Course Supervisor, to the Reception at 9.30 AM any day when he needs more materials or is in trouble.

All students must complete 5 hours of auditing a week.

Non-compliance will result in the student being sent to Review at his or her own cost.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 NOVEMBER 1966

Remimeo
Clearing Course
Students
Clearing Course
Personnel
Clear Checkers
Div Organizer
Qual WW

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 E27.0.0 (or the equivalent in local currency) must be paid in to the Area Cashier by the student. f 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 f 12.0.0 is retained to cover the Continental Org's expenses in returning the folder to Saint Hill. Balance of Z3.0.0 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.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 14 NOVEMBER AD 16
(Replaces HCO Policy, Letter of 12 August AD 16)

Rernitneo

OT COURSE

The OT Course has been inaugurated as of 10 August AD 16.

This Course is by invitation only and by invitation to each separate part of the Course.

It is only open to Clears who must have been checked out Clear by the Saint Hill Qualifications Division or at the appointed Continental Organization authorized to give Clear Checks.

The invitation to the Course or to any succeeding part depends on several factors:

1. Security of R6EW, Class VII and Clearing materials in the student's hands.
2. Degree of participation the being has engaged in in Scientology.
3. The general character of the being as a Scientologist, based on his Ethics record.
4. The ScientologY technical proficiency of the being.

If an invitation is not received a petition may be submitted to the Office of LRH, setting forth evidence as to why one should be invited.

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L. RON HUBBARD
Founder

[Note; The 14 Nov '66 revision was inclusion in third paragraph of Clear Checks given at authorized Continental Organizations. This PIL was later revised and reissued as HCO P/L 12 August 1971 Issue IV, OT Courses, in the 1971 Year Book.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 DECEMBER 1966

Sthil only WW and SH Execs Ethics Cent Clear Checkers CI Cse Personnel CI Cse Students

CLEARING COURSE REGULATION

A Clearing Course student is not officially Clear before being pronounced so by a qualified checker and Qual and may not announce the fact as a fact until so checked by an authorized Clear Checker who has actually officially checked him out and until he/she has been declared Clear by Qualifications Division SH.

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L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER~OF 17 JANUARY 1967

Rernimeo
Franchise
FSMs
AllStudents
All Preclears
BPI

AN OPEN LETTER TO ALL CLEARS

You are a Clear. Well done and congratulations.

This state has not previously been attained in this universe and we must all work towards getting more people-many more people-up to this level. Essentially, you are clear on the 1st Dynamic and still have a lot of work in front of you to attain OT, which is to say the remaining dynamics, but nevertheless you will find you have many abilities hitherto undreamed of. An ethical code already exists for OTS so at the state of Clear one should not assume that one has a license to do just whatever one will. You still have the remaining dynamics to go so don't use the abilities you have attained already to enslave others, or indeed, yourself.

With freedom comes responsibility and with responsibility comes the need to assess one's actions and to take only such actions as will do the greatest good over the greatest number of dynamics. So, the Policies of Scientology which have enabled you to reach the state of Clear still apply to all Clears. In fact they apply more because you have the reality of their value and the necessity of seeing that they are followed.

Those who have not yet attained Clear will be watching you with some awe, so you have the duty of setting an example of exemplary behaviour in all aspects of your life. As a Clear you have no privileges beyond being declared Clear.

As a result, bigger responsibilities will be given and expected of you so you must be prepared to responsibly educate yourself where necessary so that you can do whatever is assigned to you in a proper manner in keeping with the main goals and aims of Scientology.

So for you there is no sitting down and resting upon your laurels, no waiving of policy, no promiscuous 2nd Dynamic activities, no improper assumption of power, control or influence or assuming that you automatically know best in every situation. It is a crime to invalidate the state of Clear-see to it that you don't do this in your conduct as a Clear, particularly as regards yourself. You still have the rest of the dynamics to go.

You have now become more than ever a part of a team. Obsessive individualism and a failure to organise were responsible for our getting into the state we got into.

As soon as you have gone the rest of the way this will become abundantly plain.

I expect and need your help to carry out the broad mission of de-contaminating this area of the universe. If you wish to help, your first duty is to protect the repute of the state of Clear by exemplary conduct. Your second duty is to attain OT as soon as possible. Your third, if you still wish to help, is to become part of the endeavour to clean up this sector of the universe and make it safe not only for ourselves but the billions of others who have been harmed.

As a Clear you are welcomed and honoured. Don't do anything that will wear out your welcome or bring dishonour on yourself or upon other Clears.

Thank you for what you have done so far.

Thank you for what you will do in the future.

I know I can count on you.

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 APRIL 1967

All Adv Cse Students
Registrars all Orgs

SECTION III OT PREREQUISITE

It is required that by the time of completion of Section 11 OT Course or before Section III OT Course the student must have completed the Saint Hill Special Briefing Course.

The reason for this is that the skill and general command of Scientology required to get through Section III is well in advance of lower grade demands upon the student. He or she must be a thoroughly good auditor to be able to handle Section III.

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 APRIL 1967

Saint Hill
Only

STAFF ON SAINT HILL ADVANCED COURSES

HCO Policy Letter of 13 December 1965, "Staff on Saint Hill Clearing Course", which states that "at least 5 hours of auditing must be done a week by the Saint Hill staff on the Clearing Course" is hereby cancelled as an arbitrary.

Students who have ceased to audit on the OT Course are in trouble case-wise and shall be sent to Review.

Executive Council WW
Mary Sue Hubbard
The Guardian WW

for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 MAY 1967

Limited Non-Remimeo SH Staff WW Staff Advanced Courses
students

ADVANCED COURSES ADMINISTRATION

, Advanced Courses, including the Clearing Course and OT Course, are under the regulation of the Executive Council WW, just as any other WW activity. They remain in the Office of LRH WW.

ISSUE OF MATERIALS

Only course materials and matters of regulation of Course or students may be mailed out by the Course. All other matters proceed on Org channels and are forwarded to LRH on channels for approval. In being forwarded to LRH, they may be stopped or handled at any point upward.

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Executive Council 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 6 JULY 1967

Limited Non-Remimeo
SH Staff
WW Staff

ADVANCED COURSES SUPERVISORS' STATISTIC

In accordance with an order of the Founder that the Advanced Courses' statistic is Number of Hours Audited by Students, the following policies shall apply to the Advanced Courses.

Each ADVANCED COURSES Supervisor is now allotted his own Clearing or OT Course students whose auditing he/she supervises.

Students on the OT Course are divided equally between the OT Course Supervisor and Assistant Supervisor/s.

Students on the Clearing Course are divided equally between the Clearing Course Supervisor and Assistant Supervisor/s.

When new Assistant Supervisors are added, re-adjustment is to be made so that the new Supervisor has his own students.

The Statistic for each Supervisor and Assistant Supervisor shall be the "Number of Hours Audited" by his/her students.

The main Advanced Courses' overall Statistic, and therefore the Statistic of Chief Supervisor of Advanced Courses, is total number of hours audited by all students.

Executive Council WW: Fred Hare
Joan McNocher
Mary Sue Hubbard
The Guardian WW
for L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 SEPTEMBER 1967
(Replaces HCO Pol Ltr of 30 Sept 1966 and
combines it with HCO Pol Ltr of 28 Sept 1966)

Sthil Only WW & SH Execs Ethics CI Cse Personnel CI Cse Students OT Cse Students

CLEARING AND O.T. COURSE REGULATIONS
CLEARING AND O.T. COURSE SUPERVISION

The answers to all contingencies are contained in the Clearing Course materials. Therefore the following regulations apply: -

1. No off-line advice may be sought in cases of students on the Clearing or O.T. Course.
2. All problems arising with cases, if the case does not resolve, must be reported to ES Comm Qual WW who may then only order check-outs on the Clearing and O.T. Course Supervisors.
3. Any "unusual solution" sought must be answered only by check-outs of the Supervisors of the Clearing and O.T. Courses.
4. Check-out of states of case by Qual must be done by a Clear member of Qual staff *and* the student's complete folder must be submitted to such an examiner at the time of examination for his inspection.
5. Any person examining in Qual for attained states of case must have been checked out on all technical materials of the Clearing and O.T. Courses and especially any remedies.
6. Any examiner checking out states of case in Qual must be Clear.
7. All Clearing and O.T. Course personnel must be Clear to be Clearing Course personnel or to help on the Clearing or O.T. Course.
8. No person may be admitted on the Clearing Course who has a bad Ethics history or a this lifetime suppressive order or a criminal record without a special Board of Investigation convened by the Exec Council WW.
9. No person with a record of using Clearing Course materials suppressively may be admitted on the O.T. Course.
10. Persons who have been careless or insecure in their handling of Clearing Course materials or who have made them available to another may not be admitted on the O.T. Course regardless of action taken at the time or Clearing Course restoration.
11. All Clearing Course Auditors and O.T. Course Auditors who have materials to be exchanged bring their folders to Reception 9.30 a.m. Non-staff members will have folders returned at 2.30 p.m. in Reception. Staff members folders will be brought to them during the day.
12. When a Clearing Course or O.T. Course Student wishes to communicate in *any* way with the Supervisors, he must do this through Reception, either by sending his folder or by a letter.

13. If a student needs any advice he must always send his folder to the Course Supervisors. If in emergency, a cable may be sent also.
14. No alcohol may be consumed within 24 hours before a session.
15. Auditing must be done every day.
16. Clearing Course and O.T. Course students are not to discuss Clearing or the O.T. Course or their case with ANYONE except with the Clearing or O.T. Course Supervisors and then only through their folders or by written report, unless they are called in specifically by the Supervisors.

When a student is in Review he may discuss his case with a properly assigned Review Auditor only.

17. Students who have ceased to audit on the Clearing Course or O.T. Course are in trouble case-wise and shall be sent to Review.

Violations of these regulations must result in a Committee of Evidence.

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L. RON HUBBARD
 Founder

[Note: This revision changed Ad Council to Exec Council and substituted No. 17 above for the 5 hour per week rule. it was later cancelled by HCO P/L 9 January 1968, page 491, and then revised and reissued as HCO P/L 12 August 1971 Issue 111, Advanced Courses Regulations-Advanced Courses Supervision, in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
 Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 NOVEMBER 1967

WW & SH Execs
 Ethics
 Advanced Courses Personnel
 CC Students
 OTC Students

CLEARING AND OT COURSE REGULATIONS
 (Continues HOD Pol Ltr of 30 Sept 1966 of same name)

18. Clearing and OT Course students' worksheets and auditor reports must be legible; otherwise it will be considered a No Report.
19. Clearing Course students are expected to remain on location until given permission to go home in writing by their Clearing Course Supervisor.

Ch. Super Adv Courses	Janet Guilford
Qual Sec SH	Helen Pollen
HCO Area Sec WW	Len Regenass
Exec Council WW	Tony Dunleavy
	Eunice Ford
LRH Comm WW	Ken Delderfield
D/Guardian WW	Joan McNocher

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

Has the Applicant ever been:

- | | | |
|---|-------|------|
| 5. Subject of an SP Order | Yes - | No - |
| 6. Subject of a Non-Enturbulation Order | Yes - | No |
| 7. Subject of a Type 111 Ethics Order | Yes - | No |
| 8. Dead Filed | Yes - | No |
| 9. Guilty of writing Entheta comms to the Org | Yes - | No |
| 10. Guilty of a Criminal Record | Yes - | No |
| 11. Guilty of Breach of Security | Yes - | No |
| 12. Guilty of a badEthics Record | Yes - | No- |

IF THE ANSWERS TO ANY OF THESE POINTS 5 to 12 is 'Yes' then the Ethics Folders and other supporting data or documents must be forwarded at once by Airmail to the Ethics Officer WW. In carrying this out the Ethics Officer must make reference to all files in the Continental Area of the Applicant.

This form can only be filled out by an Ethics Officer properly appointed by the Office of LRH WW.

Attested
 Location
 Date
 Ethics Officer

DEADFILEING

ANY record of the applicant being deadfiled must be considered a bad Ethics Record and a special Board of Investigation must be called for by the Ethics Officer WW per HCO Policy Letter of Sept 30, 1966, "Clearing and OT Course Regulations". In such a case, all the files of the person must be called for, including the C/F Folder from any outer Org as well as any Ethics Files so that the Board of Investigation has these folders at hand in its investigation.

ONLY DULY APPOINTED ETHICS OFFICERS

Only a properly appointed Ethics Officer (authorized by the Office of LRH WW) who has checked out on all of the Ethics Officer checksheet, which must include pertinent policies on Advanced Courses Security, may give final Ethics clearance for entry onto an Advanced Course (Solo Audit Course, Clearing Course and OT Course).

Written by a Board of Investigation
 CHAIRMAN Monica Quirino
 SECRETARY Dalene Regenass
 MEMBER David Ziff

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for Mary Sue Hubbard
 The Guardian WW
 for L. RON HU13BARD
 Founder

[Note: HCO Policy Letter of 21 November 1967, *Additional Policies on Advanced Courses Security*, is cancelled. - LRH. HCO P/L 28 January 1968.1

[This Policy Letter was later revised and reissued as HCO P/L 12 August 1971 Issue 11, same title as above, in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 JANUARY 1968

Remirneo

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

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 DECEMBER 1969

Class VIII
Level V1 SHSBC
MEW Solo Course

SOLO AUDITING AND PREGNANCY

Solo Auditing from the Clearing Course upwards is not permissible for pregnant women.

One may proceed with solo auditing after the baby is born.

Quentin Hubbard Class VIII for L. RON HUBBARD Founder

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

AOs
SHs
Tech Hats
Qual Hats
Ethics
ROW, CC &
OT Course Packs

HCO POLICY LETTER OF 11 AUGUST 1971

Issue V

(Replaces HCO P/L of 10 Nov 66)

ADVANCED COURSES MATERIALS

SECURITY OF DATA

Issued with a small amount of R6 data in 1964, three or four persons promptly used it on pcs knowing well it was forbidden. The pcs became ill or misernotional toward us. And just the day I write this (original writing 4 October 1965) I myself encountered a pc, very ill, who had had some original R6 data misused on her and did not suspect why her case and health had worsened. She was not ready for it at all.

The issue earlier was a trial balloon, in a sense. I found certain persons (a small minority) were not up to responsibility for the material of April 1964.

Therefore our firm action will be that the moment we find the material of the Clearing Course or OT Course has escaped or been misused we will quickly trace the person who was insecure and cut off all further or any future Clearing or OT data issue to that person. The likelihood of independent discovery even with clues has proven to be non-existent by actual review of auditors trying to find pieces of it when they had over half of the answers already.

You must realize that we suffer, all of us, from the misuse of knowledge concerning the mind at a very early period. To place this data near such people as psychiatrists or even states places them in a position to enslave people or repeat the original action and cave people in. A very small minority, receiving incorrect data *did* promptly use it harmfully on others after April 1964.

Until we ourselves have climbed well out of the hole, we must safeguard the materials. Our case gains depend on it. And others could make our salvage of people impossible.

We do not safeguard these materials from any commercial consideration. Our futures, those of each of us and those of all Scientologists, depend on our keeping this material under lock and safeguarded from abuse until we are well away as a group and can handle things better as individuals as well as a group.

The road is wide open to anyone to come up the grades and obtain them. But it is shut to any who misuse them or injure their security.

Students of the Advanced Courses, the Advanced Course C/S and Supervisor, Ethics Officers and all HCO and Org staff have it in their personal interest to enforce security of materials to the limit.

These restrictions apply to no data up to Grade V.

From Power Processing on up the data is confidential. Up to there, you can release Scientology data as you always have-freely and to everyone. But this last bit is dangerous in unskilled or uneducated or unscrupulous hands and it is purely ours. It belongs to the Scientologists who keep the show on the road and must be available to them when they are ready.

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Reissued by
Flag Advanced Courses Supervisor
for
Training and Services Aide
for
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 OCTOBER 1968
Issue 11

Remimeo
Class VIII Course

CLASSIFIED MATERIALS

Class **VIII** students are taught the following classified materials:

Power Processes.

Section IV OT.

Class VIII graduates can NOT NOT NOT offer these to the public or sell them to the public.

Class VIII students are *only* taught these as they often have to REPAIR them, and to repair them, they must know all about them.

This, however, does not give them the authorization to do them on anyone, nor to offer them for sale, nor to give this processing to others. Saint Hill and the American Saint Hill Organization are the only authorized places where the Power Processes can be run and the Sea Org Advanced Organizations are the only authorized places where Section IV OT may be run.

LRH:ew.ei.rd
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Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 SEPTEMBER 1969
Issue II

Remimeo
BPI

SUCCESSFUL CLASS VIIIs

Any Class VIII auditor may have the new Standard Dianetics Course free of charge at his nearest org or an AO.

The additional certificate of HDG is required of Class VIIIs so they can handle Case Supervision and Standard Dianetic Auditing as well as audit well in Standard Dianetics.

The certificate of HDG is a prerequisite (along with a Class VI) for all new AO Class VIII enrollees after the date of receipt of this Policy Letter.

STANDARD DIANETICS

The Course is. available at AOs and SHes.

It has been found that the ability to audit Standard Dianetics; well in its simplicity speeds Academy, VI and VIII training greatly and reduces failed students in the Academy, VI and VIII Courses to zero.

It is not the intention of this Pol Ltr to interrupt the plans or activities of Scientology Classed Auditors or applicants and all possible adjustment will be made in orgs to accommodate Scientology Classed Auditors to quickly obtain their HDG during this period of adjustment.

We now have a smooth flowing tech training line and have found there are *no* failed cases where training is 'good' and which follows this gradient.

LRH:Idm.ei.rd

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Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 OCTOBER 1969

Remimeo

CLASS VIII & HDG
(Modifies Earlier Requirements)

No Class VIII Auditor may have his final certificate until he has also acquired his HDG.

All Class VIII enrollees are required to have an HDG before being admitted to the Class VIII Course.

Requirements for course enrollments are

HDC required for HDG Course.

HDG required for Class 0-1-11-111-IV.

HPA-HCA required for Class VI Course.

HDG and Class VI required for Class VII.

HDG-Class VI required for Class VIII.

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L. RON HUBBARD
Founder

fCancelled by HCO PIL 17 November 1969, *Dianetics and Scientology Services*, page 401.1

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 JANUARY 1970

Remimeo
Registrar
Qual Secs
Tech Secs

CLASS VIII REQUIREMENT

The requirements for enrolment on the Class VIII Course are HDG, Class VI and enrolment and successful progress on OT 111. It is not a requirement that one has to have *completed OT III* but his III Solo Auditing must be successfully in progress before beginning Class VIII studies.

Lt. Nate Jessup
CS-4

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for
L. RON HUBBARD
Founder

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE
HUBBARD COMMUNICATIONS OFFICE
LONDON

Extracted from CLINICAL PROCEDURE OF 20 MAY 1954

ATMOSPHERE OF THE CLINIC

The atmosphere is a most important part. It should be business-like and friendly. By no means should any person be allowed on the premises who does not have business there. There is nothing so disturbing to a preclear as to have a bunch of auditors hanging around discussing techniques and their own cases or seeking to recruit clinic preclears.

THE AUDITORS OF THE CLINIC

The auditors of the clinic should have their own bulletin and schedule board, but this is not to be in the reception room.

Auditors must not congregate in the reception room and should not talk to preclears except in session.

[Unsigned]

Issued by HCO London in Digest I re-issue of 18 March 1958.

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HUBBARD COMMUNICATIONS OFFICE
20 Buckingham Street, Strand, London W.C.2

HCO BULLETIN OF 26 SEPTEMBER 1956

ORGANIZATIONAL BULLETIN

REGISTRAR

The Registrar has responsibility for procurement, interview, signing up, legal and finance. The Registrar is directly responsible for all students and pc procurement and keeping place full.

The Registrar is not responsible for auditing rooms, auditors, assignment of pes to auditors or states of cases. These are the function of the Director of Processing.

L. RON HUBBARD

LRH:ebh.rd

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20 Buckingham Street, Strand, London W.C.2, Gt. Britain

ORGANISATIONAL BULLETIN OF 26 SEPTEMBER 1956

PROCEDURE FOR PUTTING AUDITORS ON STAFF

AUTHORITY -DIRECTOR OF PROCESSING

EMERGENCY - Bring auditor on, put on the pc, assign room, advise Accountant at once by slip he has been hired. Do not give him any advice. Brief later when finished with case if auditor to be retained.

HIRING AUDITORS ON STAFF - This assumes always that Auditor is an HCA (HPA) at least. Hire one to two weeks before needed. Give him incidental Organisational duties-correcting tests, mailings, 'phone, anything so he'll have 8c on Organisation itself. Have him attend auditors' conferences.

Let him observe staff auditors at work.

Have a set of Briefing lectures on tape for him to listen to between 3.30 and 4.45 p.m. daily. (Machine with Earphones.) Have him listen to each about three times.

Give him High School Indoctrination.

Make him define Staff Auditor.

Have a staff auditor patch him up with a small amount of evening auditing on handling preclears.

L. RON HUBBARD

LRH:ebh.rd

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HUBBARD COMMUNICATIONS OFFICE 1812 19th Street, N.W., Washington 9, D.C.

HCO BULLETIN OF 15 NOVEMBER 1956

HGC PRECLEAR COMPLAINTS

On any HGC preclear complaint, we will give more auditing for cash, and tear up any old HGC note (requisite: real complaint grounds).

L. RON HUBBARD

LRH:mek.rd

POLICY LETTER OF 17 MAY 1957

c to London

The Hubbard Guidance Center is primarily a service unit.

Priority on Auditors is this:

1. Outside preclears including complaints and extra weeks.
2. Staff in general.
3. Staff Auditor processes Staff Auditor.

Categories 2 and 3 must have the permission of the Organizational Secretary before any processing can be done.

Richard F. Steves
Organizational Secretary

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(FOR LONDON AND WASHINGTON)

HCO PROCESSING BULLETIN OF 10 JUNE 1957

WHAT TO TELL NEW HGC AUDITORS TO PROCESS ON PRECLEARS

When a new auditor is taken on at HGC we do not

1. Train him while he is processing his first preclear.
2. Tell him what process to run.
3. Add to his already tense confusion of being on staff by unstabilizing all his stable auditing data, too.

We Do this:

1. We ask him what process he has the greatest certainty on.
2. We tell him to audit the pc with that process and no other.
3. If he has certainty on several we have him select one best suited to pc and have him use that.

Then we train up the new staff auditor by auditor's conferences and HCO Board of Review at a leisurely pace.

STABLE DATUM:

It will be found that any auditor using a process on which he has high reality will obtain high results with a pc using that process.

LRH:md.rd
6-10-57

L. RON HUBBARD

THE FOUNDING CHURCH OF SCIENTOLOGY
1812 19th Street N.W., Washington, D.C.
FOUNDING CHURCH POLICY LETTER OF 10 JULY 1957

HIRING OF STAFF AUDITORS

Before a staff auditor may be hired it is necessary that he have an interview with me.

LRH:md.rd

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
WASHINGTON, D.C.

HCO BULLETIN OF 2 SEPTEMBER 1957

When a verbal direction is given to the HGC Staff Auditors concerning the processing of preclears, such as what process is to be run, etc, the auditor is to write out verbatim the order and have it initialed by myself and present it to the Director of Processing immediately. The processing directions are to be followed exactly without variation until ordered to change.

This is the Stable Datum: If given an order by myself and it isn't written, you are to write it out.

LRH:md.nm

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HASI POLICY LETTER OF 5 SEPTEMBER 1957

All preclears are expected to:

- 1 . Attend the evening PE Course
2. Work the Handbook for Preclears evenings while being processed at the HGC.

Effective at once.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HASI POLICY LETTER OF 16 SEPTEMBER 1957

To: Tech Dir
Assoc Sec
Director of Processing
Registrar
All Auditors

H.G.C. POLICY

RESULTS OR ELSE

On preclears, call them back where they felt no gain occurred.

Clean up all flubbed cases.

LRH:rd

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HASI STAFF NOTICE OF 16 SEPTEMBER 1957

Please note that our Clinical activities are dealt with by the Hubbard Guidance Centre (see the Organizational Board). Therefore this title should be used in reference to that service.

Jack Parkhouse

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

HASI POLICY LETTER OF 8 FEBRUARY 1958
(Issued at Washington)

Since people will begin to expect being cleared, all processing must be sold on basis of estimate to clear. Therefore the pkgs are now as follows:

I week -	50 gns.	Pro. 25 gns.
3 weeks -	125 gns.	Pro. 75 gns.
5 weeks -		Pro.
7 weeks -		Pro.

these prices to be issued at a later date).

The conditions monitoring acceptance or establishment of number of wks are as follows:

One wk.-Would show up top of graph, high on meter, no field, generally nul on needle, no psychosomatic or visual difficulty. IQ above 125.

3 wks.-Middle range of graph, IQ above 100. No psychosomatics. No field.

S wks.-Middle lower range of graph, IQ above 80. Psychosomatics or visual difficulty. Some field.

7 wks.-Lower area of graph. Psychosomatic or visual difficulties. Black field. Mental problems.

Unacceptable. Psychotic persons who would require institutionalization to be processed.

A person is disqualified from processing by severe medical illness needing a doctor's care.

There is no guarantee of clearing or even case gain.

All state of case is established by Dir of Processing, never by Registrar. The above tests are all made by Dir of Pr after pc has been signed up by Registrar for something and has been given written tests. Then person goes to Dir Pro and is looked over, and accepted or rejected. If rejected on grounds not enough processing is bought person is returned to Registrar to buy it.

We do not care what initial hours the Registrar sells.

We do not care *when* the person receives the processing or even when he pays for additional weeks required by Dir Pro. We do care that a reality on number of wks bought exists. Otherwise we will be giving away too many free wks. The pe must know what to expect.

Change in Release. All papers signed must reflect that acceptance of the pc for processing is also contingent on an interview with Dir Pr and that signing up with the Registrar does not commit org until also accepted and signed up with the Technical Division.

rs.18.2.58/rd

LRH

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HCO BULLETIN OF 4 MARCH 1958
Addition to HASI Policy Letter of Feb 8, 1958

The following are prices of auditing "packages" to be sold on the basis of estimate to clear.

I week -	50 gns.	Pro.	25 gns.
3 weeks -	125 gns.	Pro.	75 gns.
5 weeks -	f,200	Pro. ,	125 gns.
6 weeks -	f 240	Pro.	150 gns.
7 weeks -	f 275	Pro.	175 gns.
8 weeks -	f 300	Pro.	200 gns.

HCO

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HUBBARD COMMUNICATIONS OFFICE
WASHINGTON, D.C. HASI, L.A.

HCO BULLETIN OF 9 JULY 1958

STAFF CLEARING

The Director of Processing is in charge of Staff Clearing.

LRH:bt.rd

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
LONDON

HCO TECHNICAL POLICY LETTER OF 25 NOVEMBER 1958

ACADEMY TRAINING BULLETIN

All Area
Offices

TECHNIQUES TO BE USED ON HGC PRECLEARS
Effective Dec. 1, 1958 in all Area Offices

The following techniques are the only techniques to be used on HGC preclears, effective Dec. 1, and continuing. These produce clears in the hands of most auditors.

Deviations by Director of Processing or staff auditors are violations of the Code of a Scientologist under No. 2 and Auditor's Code under No. 3.

Where needed:

CCH 1 CCH 2 CCH 3 CCH 4.

On all other Pes:

- 1 . Rudiments (not CCH 0) Establish: Auditor, pc, room, session to start.
2. Start-Change-Stop on a person or object.
3. Factual Havingness.
4. What can you confront? (Repetitive Command)
5. You make a mock-up for which you can be wholly responsible.
6. General help; Help on the Rock.
7. Step 6 of Clear Procedure.

Exception: Only where staff auditor has been trained in an ACC given to running engrams only (1 st such ACC was 5th London October-November 1958) may the staff auditor run engrams or use CCH 0. Early Dianctic auditors are not, repeat not, included in this exception. It is a matter of judgment here that in event of question about engram running the auditors not specially trained in 1958 or later to do so will make more clears by the above than by "running engrams". The running of engrams by Scientology, rather than Dianetics, is splendid and speeds clearing but only where specially trained. There is too much new data about it for assimilation short of an engram running ACC. 20th ACC graduates are not qualified to run engrams.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

HCO POLICY LETTER OF 23 DECEMBER 1958
HCO SEC'L LETTER OF 23 DECEMBER 1958
Issued at Washington

To All HCO Personnel

QUALIFICATIONS OF HGC STAFF AUDITORS

Effective 2 April 1959, HCO must pass on all auditors employed by an HGC from technical qualification standpoint only.

The following criteria only will be used.

- I Auditor must have a certificate HPA/HCA or above in force and in good standing.
2. Auditor's certificate must have been Validated for CCH 0 to 4 and TR 0 to 9.
3. Auditor's OCA/APA profile and IQ must comply with staff acceptance requirements.
4. Auditor must have had run on him at least 50 hours of ARC Break Straight Wire plus Factual Havingness (See HCO Bulletin of Dec. 22, 1958) and the auditor who did it must furnish a certificate that it has been done.

HCO BOARD OF REVIEW

The HCO Bd of Review shall keep files relating to any auditor passed for HGC employment including miscellaneous data, a profile copy, IQ final score, Validation slip, etc.

The HCO Bd of Review may issue a letter on HCO stationery stating that the auditor named has been passed for employment on staff at the HGC of any central organization. The letter should be sent to LRH for signature after being counter-signed by the Area HCO Bd of Review. A copy must be kept in the auditor's files.

The HCO Bd of Review should encourage the D of P to have in field auditors every Thursday night to teach them the routines and activities of an HGC and to get them up to HGC qualification level.

After the effective date no auditor not so passed can be used by a D of P.. Therefore, the program should begin at once and all possible auditors should be included.

The HCO Secretary and the HCO Bd of Review of any given area are responsible for this program.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

Convert to
Sec ED

HCO POLICY LETTER OF 2 JUNE 1959

CORRECTION OF HCO POLICY LETTER OF 23 DECEMBER 1958

QUALIFICATION OF HGC STAFF AUDITORS

The following criteria only will be used:

4. Auditor must have had run on him at least 50 hours of

"From where could you communicate"
and the auditor who did it must furnish a certificate that it has been done.

LRH:gh.rd

L. RON HUBBARD

501

HCO SECRETARIAL LETTER

December 31, 1958

ROUTING OF PROFILES

HGC profiles are to be sent at once after viewing by auditor, D of P and PC via HCO to L. Ron Hubbard directly, by air mail.

They will be returned to D of P via HCO Area Secretary for her interest and any needful interview with D of P to clarify points.

The profile used is to be OCA for sterling area, APA for S areas. The IQ grades are to be contained on it. The profile only is to be specially printed locally in two forms. One on Airmail weight paper, the other on regular paper. When profile is drawn two more copies are made, one on featherweight for L. Ron Hubbard and one on regular paper for CF. The original is filed with case reports. This means when a profile is made there will be also made two added copies. The profile original is drawn first and the copies are made by use of a pin piercing through needful points.

The profile is accompanied by a Case Analysis report made by D of P or Case Analyst. This is to be printed on featherweight paper. There is only one copy of this. It is pinned to the profile copy for L. Ron Hubbard. (A Case Analysis form is attached hereto.)

The packet of profiles is accompanied by a D of P report, saying whatever he cares to say about week's work. Every, case in an HGC is reported on every week with a profile for each week to L. Ron Hubbard. The responsibility for this action is primarily the Processing Administrator's.

If we do this we can improve processing results in general. We can also say with truth that all cases are reviewed by L. Ron Hubbard personally when they are processed in an HGC.

This will apply at once to Washington, London and Melbourne and eventually Johannesburg, Los Angeles, and New Zealand. Do not wait to get new report forms printed to get into action.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 AUGUST AD9
[Excerpt]

CenOCon

PROMOTIONAL FUNCTIONS OF THE HGC

The promotion function of the HGC consists of turning out cases that rave about their auditors and the HGC. It is unfortunately true that an HGC is not as well attended as it gets results. Indeed a good HGC from a standpoint of results is often less well attended than one that really chews PCs to ribbons. This is because of the victim complex in the society. But good or bad-which is after all a technical, not,promotional. question-the results of the HGC MUST include enthusiasm on the part of PCs for their Auditors and the services rendered. Handling the private lives of PCs is forbidden by the Auditor's Code when done directly. But sometimes this has to be done to get the case upscale. The best promotion of an HGC is interest in the PCs in or out of session. And this is furthered by the HGC use of tests. An Auditor must not evaluate for a PC. This does not include the D of P. A good D, of P evaluates as harshly as an instructor and more or less follows the Instructor's Code. An overbearing evaluating D of P always has more PCs than a meek and mild one. The sending of tests to the PC after he gets home, the hounding him afterwards for reports on what and how he is doing, is all a promotional function of the HGC. There is a five year standing order that a PC must,be written to three times after leaving the HGC, the first letter one week after he leaves, the second letter one month after that, and the third letter three months after that. An HGC that doesn't stay in communication with the PCs never has very many. It's not up to PrR to stay in communication with the PCs who had Intensives even though the PrR does. It is up to the D of P to stay in communication with these PCs.

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L. RON HUBBARD

[Excerpted from HCO P/L 26 August AD9, Promotional *Functions of Various Depts.* A complete copy is in Volume 7, page 135.]

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE
SECRETARIAL TO THE EXECUTIVE DIRECTOR

Applicable to:
Founding Church - Washington, D.C.

No. 150
3 September 1959

DIRECTOR OF PROCESSING - HAT

The, Purpose of the Hubbard Guidance Center is to do more for people's health and ability than has ever before been possible and to give the best auditing possible. To Help People.

An Outline of the Duties of the Director of Processing

1. He accepts all preclears for processing.
2. He releases all preclears from processing.
3. He interviews all incoming preclears and all outgoing preclears.
4. He interviews all persons interested in processing who have first seen the Registrar.
5. He interviews and has -interviewed all persons receiving group processing.
6. He gives Case Analysis interviews.
7. He gives estimates for clear.
8. He gives tests for clear.
9. He maintains his schedule.
10. He is responsible for his part in the proper routing of preclears.
11. He is responsible for the proper routing and handling of dispatches.,
12. He is responsible for answering all mail properly routed to him.
13. He is responsible for the proper routing of new personnel in his department and for the proper routing of personnel leaving his department.
14. He is responsible for knowing and being able to properly interpret tests and test results.
15. He is responsible for the proper maintenance of his department.
16. He is responsible for knowing his hat and the hat of each person in his department.
17. He hires and dismisses all personnel in his department subject to the okay of the Organization Secretary.
18. He is responsible for handling all personnel in his department.
19. He is responsible for getting the people in his department to get the job done.
20. He is responsible for training auditors.
21. He attends meetings of the Technical Council and the Advisory Council.

22. He promotes and sells processing in the HGC.
23. He maintains the Code of a Scientologist.
24. He follows all organizational policies.

The Acceptance and Release of all Preclears in the HGC

The Director of Processing accepts all preclears for processing in the HGC. His acceptance of them becomes official once he has placed his signature on the Contract for Processing, which Contract is sent to him immediately after the preclear has been signed up by the Registrar and the preclear has completed all financial arrangements with Accounts. He may never refuse preclears because he does not have enough auditors. The Registrar signs them up and he handles.

Who Cannot Be Accepted for Processing in the HGC (Refer to Sec'I ED 153)

It is a long standing policy of the Board of Directors of the Founding-Church that certain persons are ineligible for processing. These policies are our law, not the law of society, as we can legally give spiritual guidance to anyone. Our law must be strictly, adhered to.

- I. The Director of Processing may not and must not accept any psychotic persons for processing.
2. The Director of Processing may not and must not withhold a pupil from school for processing without a letter from that school so authorizing his absence and stating he is to come to us, not an un-named agency.
3. The Director of Processing may not and must not process in the HGC any student with a psychotic or institutional background.
4. The Director of Processing may not and must not process in the HGC any person who is chronically ill.

Definitions

- I. Insane: Having been pronounced insane by a psychiatrist or being incapable of. any responsibility for social conduct.
2. Institutionalized: Having been committed- to a public or private institution for theinsane.
3. Ill: Being medically diagnosed as suffering from a known, well defined physical illness susceptible to medical care and relief.

Rights of the Director of Processing Concerning the Acceptance of Preclears

Although. all incoming preclears are signed up for processing for the number of weeks of processing which it is estimated that he will clear in, some preclears for various reasons may not be able to take in a full package all the weeks necessary; therefore, the Director of Processing has certain rights governing the preclears already registered. They are as follows:

1. He may refuse a preclear on the grounds that the preclear's low profile or connections may bring a risk to the HGC.
2. He may refuse to accept a preclear who cannot take enough weeks of his estimated time to clear.
3. He may refuse to accept a preclear on the grounds of the non-payment of former debts to the HGC.
4. He may refuse to accept a preclear on the grounds of poor financial arrangements, past and present, by the preclear.

In all cases of -refusal, he returns the preclear to the Registrar.

The Release of Preclears from Processing

The Director of Processing is responsible for releasing preclears from processing. He may refuse to release a preclear from processing whom he considers in further need of processing. In which case he sends the preclear to the Registrar and informs the Registrar of such.

The Acceptance of Staff for Processing

Before the Director of Processing can accept any staff member for processing, he must have received a dispatch containing the permission of the staff member's Department Head and the Executive Director or the Organization Secretary. In the case of a Department Head's receiving processing, he must have received a dispatch containing the permission of the Executive Director or the Organization Secretary.

On Staff processing, outside preclears in every case always have priority; therefore, a staff member may not be processed at any time when by being processed it would necessitate the hiring of an extra auditor. A staff member may have only twenty-five hours of processing at any one time.

Interviewing

The Director of Processing interviews all incoming preclears, all outgoing preclears, all persons interested in processing who have previously seen the Registrar, all persons applying for a clear estimate, all persons applying for a clear test, and the auditor-preclear Case Analysis.

Policy on the Director of Processing's Interviews

It should be made plain by the Director of Processing to all persons he interviews that he is not processing them, but is only asking questions or obtaining information.

During all such interviews the Director of Processing should remember that he is not an Auditor and as such does not have to maintain the Auditor's Code; quite to the contrary, the Director of Processing should never permit the preclear to retain any idea which is not correct. It is the job of the Director of Processing to evaluate for the preclear with a reality and with truth.

The approximate length of time for all interviews is about twenty minutes.

Interviewing Incoming Preclears

The Director of Processing goes over briefly with the person the preclear's profile and other test scores. He then obtains information needed from the preclear and as contained in the proper interview form for incoming preclears.

In the case of a preclear having been processed previously in the HGC, his folder in Testing Files is pulled and reviewed by the Director of Processing prior to the interview. In the interview, the Director of Processing does re-check the preclear with the interview sheet in order to find out what has happened to the preclear since the time of his last processing.

Interviewing Outgoing Preclears

The test results of the American Personality Analysis, the IQ test, the Tone Scale Test, and the Aptitude test should be gone over thoroughly by the Director of Processing with the preclear. All his questions concerning these test results and the tests should be answered. Of main importance is whether the preclear knows he has obtained results and whether he is happy with his processing. In this interview the Director of Processing uses the interview form for outgoing preclears.

Case Analysis Interviews

The purpose of this interview is to check and help improve the progress of the preclear. The preclear is interviewed with the Auditor present. It is conducted with the preclear on the E-Meter. All points on the Case Analysis Report are covered. When this has been done, the preclear is requested to leave the room and the Director of Processing gives his instructions to the Auditor.

Interviewing Persons who Apply for Clear Estimates or Clear Tests

Many people apply for Clear Estimates and for Clear Checks who have not signed up for processing or who have not been processed in the HGC. The Director of Processing conducts these, but at the same time tries to interest the person in processing at the HGC. It may be that some ARC breaks exist and if handled, the person will sign up for processing.

Post Group Intensive Interviews

The Director of Processing should interview and have interviewed all persons completing group processing after the tests have been given all of them.

Scheduling

The Director of Processing is responsible for seeing to it that the routine Auditing schedule is maintained by the auditors and that preclears who have been signed up for auditing by the Registrar on a different auditing schedule get audited on that schedule.

The Director of Processing is also responsible for seeing to it that all personnel in his department maintain the organization's routine working schedule.

The Director of Processing also schedules Congress group interviews or any group intensive. Group processing is always scheduled on the basis of one hour of group processing alternating with a fifteen minute break.

Present Schedule

Monday

8:00 - 9:30 a.m. Clear Estimates.

9:30 - 12:00 Noon Making Auditor preclear room assignments, Case Analysis interview Schedule, and giving instruction to Auditors continuing on a case.

12:00 - 1:00 P.M. Lunch

1:00 - 2:00 p.m. Interviewing incoming preclears.

2:00 - 2:30 p.m. Auditor briefing in general and on new preclears in specific.

2:30 - 3:15 p.m. Routine duties.

3:15 - 5:30 p.m. Possible Case Analysis of difficult cases, otherwise Routine duties.

Tuesday

9:00 - 10:30 a.m. Routine duties.

10:30 - 12:00 Noon Case Analysis interviews and possible routine duties.

12:00 - 1:00 P.M. Lunch

1:00 - 3:45 p.m. Checking sessions and routine duties.

3:45 - 4:15 p.m. Interviews with auditors or routine duties.

4:15 - 5:30 p.m. Routine duties.

Wednesday

9:00 - 10:30 a.m. Routine duties.

10:30 - 12:00 Noon Case Analysis interviews and routine duties.

12:00 - Afternoon off.

Thursday and Friday

9:00 - 12:00 Noon Routine duties.

12:00 - 1:00 P.M. Lunch

1:00 - 3:45 p.m. Routine duties.

3:45 - 4:15 p.m. Interviews with auditors or routine duties.

4:15 - 5:30 p.m. Routine duties.

Saturday

9:00 - 9:30 a.m. Clear Estimates.

9:30 - 12:00 Noon Interviews with outgoing preclears.

12:00 - 1:00 P.M. Lunch

1:00 - 1:30 p.m. Clear Estimates.

1:30 - 5:30 p.m. Interviews with outgoing or incoming preclears or routine duties.

Tests and Their Interpretation

The Director of Processing should be familiar with all tests administered in the Testing Section. In particular he should know how to read and interpret them. He should thoroughly read and know the Manuals on the American Personality Analysis, the Tone Scale Test, the Aptitude Test, and the IQ test.

In interpreting tests he should be thoroughly familiar with the Four Points of Error and How to Read Profiles on APA: Comparing Current Week Profile with Week Before.

Clear Estimates

The Clear Estimate is conducted by the Director of Processing. There is a Clear Estimate Form which he uses to help him administer the estimate for clear. One section of the estimate involves placing the individual on the E-Meter, and the other section involves the use of a block test. The bulletin covering the administration of the Clear Estimate should be studied carefully by the Director of Processing.

Clear Tests

The entirety of the Clear Test is conducted with the testee on the E-Meter. The Director of Processing should study carefully the bulletin on How to Test for Clear. A Clear Test Form is used by the Director of Processing. The Director of Processing only conducts the E-Meter Clear Test and forwards all tests up to the HCO Board of Review. He cannot tell the person he is Clear. Only the Executive Director, L. Ron Hubbard, can finally say whether a person is Clear.

Maintenance

The Office of the Director of Processing

The Director of Processing keeps his own office in a neat, cleanly condition and sees that all supplies and equipment are kept in clean neat condition. Any repairs or maintenance problems should be brought by him to the attention of the Director of Materiel.

Supplies

The Director of Processing looks over the supply needs of his department and originates a purchase request or okays the purchase requests of people in his department according to the policies laid down.

Hats

The Director of Processing keeps his own hat up-to-date and sees that the personnel in his department keep theirs in the same fashion. He is responsible for issuing a proper hat to each of his personnel.

Bodies

The Director of Processing keeps his own person in a neat, professional presentable condition and sees that his personnel do likewise..

Personnel

The Director of Processing in hiring auditors must be sure that all Auditors hired are above the center line of the graph on the APA and have an IQ of 120 or more. And as of April 2, 1959, all Auditors employed must be passed by the HCO from a technical qualification standpoint. These qualifications are covered in a Secretarial to the Executive Director Number 26.

In the hiring of personnel for his department the Director of Processing uses the Personnel Routing and Check Sheet.

He should keep himself informed of good field Auditors and of good students who may be developed into staff auditors on graduation.

Dismissal of Auditors

The Director of Processing should dismiss those auditors on staff who have been found guilty of direct insubordination, flagrant violation of organizational policies, or for continued bad results with processing. He must follow, however, policies concerning how personnel are dismissed. He also handles auditors who leave staff without being dismissed according to the policy of technical staff leaving a technical post.

Handling of Auditors

The Director of Processing checks each auditor's skill to audit via the intercom system installed, in the organization. Notes should be taken by him on certain points where auditors are falling down in auditing procedure.

The Director of Processing also checks daily all auditor reports and makes his comments and suggestions to auditors on the reports.

The Director of Processing also gives his instructions to the auditor after the Case Analysis interview and notes his instructions on the Case Analysis Report form.

Routing

The Director of Processing is responsible for seeing to it that the routing procedure of preclears is properly followed.

The Routing of Dispatches and Mail

The Director of Processing sees that communications coming into his department and communications leaving his department follow the policies established concerning the proper form of dispatches, the proper handling of dispatches, and the proper usage to the Comm Center. The Director of Processing sees to it that all mail coming into his department and all mail leaving his department follow the policies laid down concerning the routing of mail.

The Routing of New Personnel

The Director of Processing in the hiring of staff auditors makes sure that the Personnel Routing and Check Sheet is properly handled.

Personnel Leaving Staff

The Director of Processing sees that personnel leaving his Department are routed to the proper terminals.

Routing of Tests

The Director of Processing routes the original profiles, auditor report sheets and the Case Analyses to the Executive Director after he has finished interviewing outgoing preclears. When the Executive Director is not present in the area, the Director of Processing routes the light weight profile, the light weight Case Analysis form and any comments he may have of the processing to the Executive Director. When the original profiles are returned and all written comments by the Executive Director to individual auditors about their preclears are received, these are routed by the Director of Processing to Test Files after he has reviewed and handled them.

Routing of Preclears

All persons involved with the routing of preclears see to it that bodies are properly routed in their department and in agreement with the routing of bodies as established by other departments and where bodies pass from his department into other departments.

Preclears are routed according to the following procedure:

1. The preclear sees the Registrar for signing up.

2. The preclear goes to the Director of Processing for a clear estimate.

3. The preclear goes to the Registrar for the completion of the processing contract on the basis of the clear estimate.
4. The preclear goes to Accounts for the invoicing and payment of his account.
5. The preclear goes to the Testing Section for his tests.
6. The preclear sees the HGC for obtaining an appointment with the Director of Processing.
7. The preclear sees the Director of Processing for his incoming interview.
8. The preclear reports to the auditor for his processing.
9. The preclear is released by the auditor at the end of his week of processing.
10. The preclear is routed by the auditor to testing.

NOTE: Steps 8, 9 and 10 are repeated from week to week for the number of weeks the preclear continues.

11. The preclear sees the HGC Administrator for obtaining an end of intensive interview with the Director of Processing.
12. The preclear reports to the Director of Processing for his interview.
13. The preclear goes to the Registrar for a final interview.

All persons involved in this routing procedure are responsible for seeing to it that the preclear has reported to the proper terminal and that that terminal has initialed the Body Routing Sheet which the preclear has been given by the Registrar. If any terminal has not initialed the Body Routing Sheet, the preclear should be returned to that person for getting the Body Routing Sheet properly initialed. Only after this has happened can the next terminal on the routing procedure handle the preclear.

The Training of Auditors

Training of Auditors on New Material

It is up to the Director of Processing to train Auditors on new material issued to the HGC as instructions on the procedure to be used in the processing of HGC preclears. Such information is normally issued in HCO Bulletins. It is not the job of the Director of Processing to interpret these Bulletins. It is his job to see that Auditors are trained in the procedures or processes. If the Director of Processing finds that there is needed further information he should dispatch the Executive Director to get that information. The main thing that can happen wrong in the training of Auditors is for the Auditor or the Director of Processing to place a totally wrong interpretation on the usage, the purpose, or the clearing of some command or procedure. That is the reason he should dispatch the Executive Director if further information is needed.

Sometimes training tapes are sent by the Executive Director to the Director of Processing. In such instances the tape should be played many times for the Auditors. Also the Director of Processing may upon request play certain tapes to his Auditors. He must never, however, play a MASTER tape. He can only play copies of tapes.,

Retraining of Auditors

The Director of Processing must see to the continual retraining of Auditors. It is normally the basics of Auditing of which Auditors get slack in performing. The Director of Processing should go over with auditors the basic fundamentals of Auditing, such as the Auditor's Code, definitions of Affinity, Reality, and Communication.

Training Sessions should be conducted on all Training Drills. Auditors who, in spite of this retraining in the processing department, still continue to get bad auditing results should be suspended until they have been retrained, at no charge to them, to the satisfaction of the Director of Training in the Training Department. If the Auditor is getting poor results because of his own case level he should be recommended to auditing at staff rates. If he does not avail himself of this auditing, he should be suspended from staff until he has obtained auditing. If he gets-audited by an auditor not on staff, he must have his Auditor send a report of the processing to the Director of Processing stating what processing was given and how many hours it was given. Until such a report is received by the Director of Processing, he cannot be placed back on staff.

The Assignment of Auditors to Preclears

The Director of Processing should know his Auditors. Some Auditors cannot handle certain kinds of people. One Auditor does not do well with a teenager; another does not do well with an elderly woman. Therefore, the Director of Processing has to use judgement in the assignment of Auditors to preclears.

Promotion and Sales

The Director of Processing does his utmost to promote all activities of the organization. If he sees to it that his department is well run and that it gives good effective service to the public, he will greatly assist in the promotion of the organization.

He should make certain that all the activities of his department are advertised in Ability magazine. He writes advertisements for Ability magazine and submits them at least twice a month to the HCO Secretary to the Executive Director.

The Director of Processing should submit to the Organization Secretary promotional mailing pieces, projects, and other ideas in order to keep the inflow of preclears up.

Sales

The Director of Processing sells processing to people; he sells more processing to people. He should consider everyone as a potential preclear of the HGC.

Reporting

Technical Council Report

The Director of Processing in conjunction with the Director of Training are to hold a meeting once a week prior to the Advisory Council meeting and are to submit their report to the Advisory Council. The information usually required in such a report of the Director of Processing is the following:

1. The number of preclears processed in the previous week.
2. The number of preclears who completed processing in the previous week.
3. The number of preclears in for the current week.
4. A general statement as to the condition and activities of the Processing Department.

Advisory Council

The Director of Processing attends or sends a representative to the Advisory Council once a week when all department heads meet.

Other Reports

The Director of Processing sees to it that any other reports that may be required of him are submitted by him to the proper terminals.

Reports to the Executive Director

The Director of Processing submits to the Executive Director the profiles and other material including the Case Analyses and the daily auditor reports to the Executive Director when he is present, immediately after outgoing preclears are interviewed. When the Executive Director is not present, the Director of Processing routes the light weight profile and the light weight Case Analyses with any comments he has to make to the Executive Director.

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 OCTOBER 1959

CenOCon

STAFF AUDITORS

Staff Auditors may not audit more than twelve consecutive weeks without being given a two week assignment to another Org post.

The arrangement of this rotation is up to the Assoc Sec with the advice of the D of P.

The assignment of a staff auditor to another post for two weeks must not deny his services to the organization. Therefore I would suggest that some post be nominated to be held by staff auditors and filled thereafter by rotation of auditors through that post.

This scheduling must be worked out according to the spirit of this directive, which is that staff auditors should get a two week break from auditing every twelve weeks. They should not be pulled back on post simply because there are too many pes. Adequate auditors should be taken on from Academy and field sources. Too few staff auditors are being taken on from Academies to the end result of overworking existing staff auditors and denying the organizations trained personnel. Therefore part of the sense behind this consists of compelling D of Ps to increase their available staff.

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L. RON HUBBARD
Executive Director

NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH
GREEN ON GOLD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 16 OCTOBER 1959

Cen(DCon)

HANDLING STUDENTS' AND AUDITORS' REPORTS

(Cancels all previous directives on this subject)

Directors of Training are not to abbreviate their students' reports in any way. They are to send the full reports by surface mail to Ron at Saint Hill, and these will be returned.

Anything startling or dangerous that shows training improvement or decay should be briefed by the HCO Area Secretary in the Training Digest, so that it can be handled speedily.

All HCO Communicators are required to make sure that the students' reports are sent by surface mail and not by airmail. They are further requested to see that the students write legibly. If they do not, issue them infraction theses. Also see that they use flimsy paper to save bulk.

All Directors of Processing are to see that their auditors use airmail weight paper for their reports. Because of the weight, money is being wasted on airmail goods.

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by L. Ron Hubbard

HCO Secretary WW
for

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HOD POLICY LETTER OF 16 OCTOBER 1959

D of Ps
WW and HCO Area Secs

HOW TO PREPARE HGC WEEKLY REPORTS FOR REVIEW

HGC reports should be submitted every week by the Director of Processing to L. Ron Hubbard, as follows: -

1. PC's graph showing before and after test results, on flimsy paper.
2. PC's case analysed on flimsy paper.
3. PC's end of intensive report, where applicable, on flimsy paper.
4. Original copies on flimsy paper of auditor's reports for every session.
5. Attach drawings to auditor's report, if PC drew answers to the commands of comm process.
6. Director of Processing's comments on PC's case and results.

The above 6 items should be stapled together for each individual preclear and be forwarded under cover of apierno from the D of P stating:-

- (a) Date of report for week ending
- (b) Number of PCs in the HGC for the week this report covers, and their names.
- (c) Which preclears received an intensive.
- (d) Which preclears received an assist.
- (e) Summary of week's results and any general comments.

Always note which processes were run on which PC and how many hours of processing each PC received.

Please write all reports neatly and legibly at all times.

Staff Research Auditor WW for L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I
HCO POLICY LETTER OF I JANUARY 1960
(Reissued from St Hill)

Fran Hldrs
HCO Sees
Assn Sees
HCO & Central Org Staff

ADMINISTRATIVE PROCEDURE FOR REDUCING OVERTS

This Policy Letter is to be followed in HGCs, Co-Audits, and with staff and field auditors and PCs as far as it can be practically applied.

It is a breach of the auditor's code to audit without establishing two way communication with the PC. This cannot be established while there are still overts and withholds on the part of the PC in present lifetime and sometimes from earlier lives. Thus two way communication cannot exist so long as withholds and overts are still unreduced.

As PCs are sometimes afraid to disclose their private lives to auditors and as the PC will eventually want a wider relief of his overts and withholds, insofar as practicable, whenever a PC discloses important overts and withholds to the auditor, the auditor should have him write these down and sign them and send them to me. The auditor should then flatten these with a responsibility process. The PC can then be assured that his data is not privately retained and the auditor is then to some degree relieved of the secrecy involved, a thing which has caused some auditors discomfort. Any overt the PC considers to be involved in voicing these overts or in sending them to me should also be flattened as we don't want PCs to wind up with a new overt in their own consideration-though factually it's no overt, let me assure you, for me to know that somebody else is en route to clear.

In those cases where this is done by correspondence the following procedure is to be followed. All carping and critical letters containing imagined wrongs should be answered by all persons responsible for correspondence as follows: "Write down your overts and withholds against Scientology, its organizations and all connected personnel and send them to me so that I can forward them to HCO WW." When this list is received or when any such list is received, the reply to the person writing the list should be as follows: "Make restitution where you can. Inform me of the steps taken. Write down a long list of what responsibility you could take for these various overts and send them to me so they can be forwarded to HCO WW." Mary Sue's name may be added in any of the above.

Whenever such lists are received by HCO WW I will endeavour to acknowledge the receipt. To assist this a complete address should be put on each list.

Persons calling in person on HCOs or Central Orgs, with carping criticism, should be set at once to the above tasks as outlined.

Do not take action on or report to police any unconfessed crimes found in this activity. You will find that police are themselves too bowed down with their own overts to be able to handle any part of this.

The full extent of our justice will be to demand that persons guilty of severe crimes shall be audited at their own expense until checked out clear on them and earlier sources.

HCO Sees are authorised to E-Meter check out any and all such lists on staff

members or important field auditors and to send the result of such check outs to be for the file. Without such HCO check outs my files will be incomplete.

Any person still withholding after every effort to free him and discovered later to have been guilty of serious crimes he has not volunteered may be dealt with in any way Assn Sees or HCO Sees may see fit as they have not availed themselves of our assistance.

My total use of all such lists and files received by me will be to keep them under lock and key and to see that they are eventually completed in terms of responsibility and to utilise the data in advising the processing of persons.

Should any person ever he has already done this with another auditor he may pay the expense of cable query and reply to HCO Sthil for my verification or denial or further advice.

We are going to clear more than you think. So a tight administrative procedure is indicated.

I contemplate only one punitive action in any of this and that is any action necessary to prevent any such disclosed data from being employed against the disclosing person in any way to the profit of any receiving person, organization or criminal or political group.

L. RON HUBBARD LRH:js.rf.cden Copyright @

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 JANUARY 1960

CenOCon

REQUIREMENTS FOR HG4C AUDITORS

The 21st ACC in Washington and the special HCA/HCS Course held in Washington in July and August of 1959 did not teach the CCHs.

Therefore it is recommended that any auditor who received his validation or HCA certificate at one of those courses be checked out on the CCHs before being permitted to audit as a staff auditor at any HGC.

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Peter Hemery
HCO Secretary WW

for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 19 AUGUST 1960

1 copy to
Assn Sec
HCO Sec
Registrar
D of P

REGISTRAR LOST LINE

Once again the key line is lost in some Central Orgs between Registrar and D of P. This costs us about £25,000 a year internationally.

The Body Registrar drops the ball. The D of P doesn't locate it or insist on, it. Then 1 get letters from whining pcs or D of Ps start giving free weeks of processing.

The line has been going out every three months for years. *So please keep it in.*

Proper sign-up includes this line. Check sheets exist for it. Pcs not signed up this way are improperly signed up.

Line: Reg signs up pc fully. Pc is taken to D of *P at once* (not next Monday). D of P checks out pc. Says, "I will not take you unless you have signed up for enough weeks to clear you. I don't care whether you pay for them or take them ever. But you have to sign for them anyway." He checks out pc without graphs or 1Qs. Only a meter. He says, "Seven weeks to clear." Pc goes back to Body Reg. Signs up for seven weeks. Pc doesn't have to take them now or ever. Pc doesn't have to pay for them. Then pc is told to come in for testing and processing.

This is the line. It has *no* exceptions.

Failure to hold that procedure in results in horrible flukes. Reg has no right to do a technical survey of pc. Only D of P has that right. D of P can simply refuse to process pc as a psycho if pc is psycho.

NO D OF P MAY ACCEPT A PC FOR PROCESSING IF THIS LINE IS NOT FOLLOWED.

Why is it only I hold this line in in so many places? Pc signed up for 121/2 hours can complain of *no* results and demand free time. And we've got to give it. A pc signed up for 7 weeks taking 121/2 hours of it has no choice but to buy more of his sign-up time.

You'll clear them now in five weeks if you drill staff on Regimen One and run help on motion and good 8c and follow the HCO Bulletins.

You're off to a new start in processing so keep that body-tech line in! Help me do it.

Now just to show you 1 help too, get the Ltr Registrar to go back through all contracts signed the past few years for untaken weeks and write the person who signed up for them "Ron wants you to come in now and finish getting cleared on your processing contract. We need a clear in your area."

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 SEPTEMBER 1960

D of Ps Assn Secs HCO Secs

GIVING THE PC FULL HOURS

It has come to attention that pcs are sometimes deprived of a part of their full 25 hours in an intensive by including coffee breaks in the auditing time.

As this is one of the most fruitful sources of pc dissatisfaction even when unexpressed, the practice is forbidden.

If the pe demands a break or if the auditor declares one, the time so spent is added to the 25 hours, which is to say, the time is made up in actual auditing in the same day it occurred. Careful count must be kept of a break since it must be added to session time and given in actual auditing.

Auditing time is very precious to pcs. Please don't waste it.

HAVINGNESS INJUNCTION

No pe may be run on two-way comm, confront, help or other process until a process has been found that remedies his havingness and brings the tone arm to clear read.

Overt-withhold on the auditor or other terminal may be considered a preliminary process as it assists duplication and therefore havingness. It is not, however, to be considered a havingness process for purposes of running a case.

Havingness processes meant herein are those of the 1st Saint Hill ACC issued in contemporary bulletins.

MODEL SESSION

HGCs will hereafter use Model Session form immediately that a havingness and a confront process are established for a particular pc. Thereafter all sessions shall be in Model Session form.

The purpose of this is to get the rudiments covered to the end of obviating ARC breaks and present time problems, the only two things which can stall a case which has once gotten started.

L RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 JANUARY 1961

Central Orgs
D of Ps

**A BRIEF OUTLINE OF AN HGC
AS CURRENTLY DONE**

D of P - Technical Supervision first. Then general supervision.

HGC Admin - Case Acceptances
 Supervises HGC tests
 Report Files
 Auditor Procurement
 Room Procurement
 Comm Centre for HGC
 Reception for D of P

D of P interviews Pc and Auditor every 5 hours or thereabouts.

A leading Auditor is made Training Officer to Auditors (and takes a pc).

The Auditor brings in the complete pc's file at each interview. These are otherwise in open files in HGC kept by HGC Admin.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 MARCH 1961

HCO Sees
Assoc Sees
Ds of P

RESTRICTION ON S.O.P. GOALS PROCEDURE

HCO Bulletin of February 18, 1961, S.O.P. Goals, is not to be sent at present to Franchise Auditors or other field auditors. It must not be republished as notes.

Its distribution is strictly restricted to the persons as shown on the original bulletin, i.e. HCO Sees, Assoc Sees, Ds of P, all HGC Personnel, all Auditors auditing staff, all 22nd American ACC students, and all 3rd S.A. ACC Students.

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HCO POLICY LETTER OF 20 MARCH 1961

Issue 11

CenOCon
D of P
All Staff Auditors
HCO Area Sec: Hat Check
thoroughly and often
and on all new auditors

BASIC STAFF AUDITOWS HAT

(This applies mainly to the relationship of the Staff Auditor to the pc and the D of P and does not modify existing policies but bears directly on Case Assessments and SOP Goals. This hat is needed to smooth out its use and Admin of SOP Goals on pes.)

The staff auditor is directly responsible for the HGC preclear assigned to him, Results, lack of results, ARC breaks, recovering the pc after "blows", getting the pc to the D of P for interviews, getting the pc to the D of P and Registrar for after intensive interviews and handling all matters relating the pc to the Org during the delivery of auditing are all up to the staff auditor.

The staff auditor may refuse to accept a pc and may refuse to release a pc from auditing. The staff auditor may also refuse to give a particular session if in giving one the Auditor's Code is violated as to the pc's need for food, rest or the lateness of the hour.

The staff auditor is to deliver all the hours of auditing purchased by the pc. Case Assessments and Goals Assessments are part of the pc's auditing time when done by the staff auditor. No time spent on the case by the D of P in conferences, interviews or assessments are part of the pc's auditing time.

Any time missed by reason of auditor lateness, unavailability of rooms, breaks, travel to see the D of P, etc, must be made up on the pc by the staff auditor.

Case Assessment

(See HCO B of Nov 18, 1960 for exact form)

The first action of an auditor with a pc new to him is to fill in the Case Assessment Form. This is done on the pc's auditing time.

If a Case Assessment has already been done and is part of the pc's record, but was not done by the same auditor, it may be checked over with the pc by his new auditor. In any event the staff auditor's first action with a new pc is Case Assessment, whether done from an existing completed form or on a new Case Assessment Form. This does not apply to assists. This does apply to staff cases as well as outside pes.

First Auditing

The first formal auditing that the pc receives is given at once when the Case Assessment Form is complete.

ALL sessions given in an HGC except those devoted to Assists, CCH sessions or "Coffee shop" auditing (inevitably done casually out of auditing rooms by staff on staff or students on friends and students even when you try to prevent it) are done in Model Session form (HCO Bulletin of March 21, 1961). To repeat, Assists and CCHs are not done in Model Session form. ALL Assessments even are done in Model Session form in an WC. Assists or CCHs can be explained first and the pc should be started in such a way as not to cause ARC breaks, but are not Model Session.

A Goals Assessment should now be done in Model Session. This permits the auditor two cracks at withholds, PTPs and ARC breaks twice in every session, using Model Session HCO B of March 21, 1961, which includes withholds in end rudiments as well as beginning rudiments. This makes a smoother picture than trying to get off withholds with no ARC and no session properly going. Further, even a goals assessment really puts the pc in session in Goals SOP, so a Model Session is better all around.

The first formal session, then, is run by Model Session.

The staff auditor takes off ARC breaks, a few withholds and any PTP and then, in lieu of a process, does an SOP Goals Assessment.

When the assessment is completed, even down to terminal Pro-Hav level and finding the auditing command that falls, the staff auditor takes the pc to the D of P and has the assessment checked. The D of P, at this time, does not touch rudiments, but only sees that goal falls more than other listed goals and that terminal and command fall at least as much as the main goal.

Unless only a few minutes remain of the day's auditing, the auditor then takes the pc back to the auditing room and starts the second session.

Second Session

In this session as in all remaining sessions the staff auditor runs SOP Goals in Model Session form.

The auditor must allow, always, enough time to end the session for the day. He makes a nice judgment on this. Half an hour is often spent on End Rudiments. Early in the first intensive, the withholds and ARC breaks take precedence in End Rudiments. PTPs, ARC breaks and Withholds take precedence in Beginning Rudiments. A session cannot be gotten going with a PTP unhandled. And a session cannot be ended with an ARC break in full bloom. However, a session can be ended with a PTP unhandled, and this is the most lengthy item usually encountered in rudiments.

Thus if only one hour remained in the first day's schedule for the second session, the staff auditor would run beginning rudiments, then end rudiments with no process run in the middle of the Model Session.

Third Session

This session like any other is run in Model Session form.

If the pc is still falling on the meter when asked about withholds, even with sensitivity raised, at least half an hour should be spent getting them off. Even if the needle still falls a bit after that half hour, one goes on to run the PT Problem and then the process of SOP Goals, which is run exactly according to its bulletin. This process occupies the bulk of the auditing period. Then in the last half hour one runs the End Rudiments and of course has another crack, at withholds.

Fourth Session

Runs the same as the Third Session.

In a 5-day intensive, the 3rd and 4th sessions probably occurred on same day.

Fifth Session

During this auditing day or before the fifth session, the pc is taken by the staff auditor to the D of P, who checks the pc out on rudiments.

The D of P finds out what is being run from the pc, and checks out but does not run anything on the Rudiments.

The whole record of the pc including the Case Assessment and SOP Goals Assessment Sheets are in a folder along with all session reports. The folder is in the hands of the staff auditor before the D of P interview, the last session report on top.

The D of P adds any and all advices and comments to the last session report.

The staff auditor takes the pc back to the auditing room. The fifth session is then begun. If the interview took place after the session was started, the Model Session was of course completed before the interview.

The auditor follows the D of P's advices in the next session after the interview. This may be, then, the Fifth Session or the Sixth Session.

A difficulty may now occur in the next session after the interview. The pc, because of D of P altitude, may have "transferred" to the D of P, which is to say, may now consider the D of P his auditor.

Therefore, in the next auditing after this D of P interview, heavy attention must be given to No. 3 of the Beginning Rudiments. A new process could be used here in lieu of TR5N to correct this~ The process is "Who should I be in order to audit you?" or "Who am IT" This, run briefly, takes off any "transfer" to the D of P and is a good basic rudiment type process anyway. A little of it goes a long way, however..

The SOP Goals terminal (or the D of P's advice) is run in Model Session form.

Subsequent Sessions

In subsequent sessions the case is continued on up the line, with reassessments for new level each time the tone arm stops moving well and for a new goals assessment, adding to the old list any goals the pc now has as a result of auditing.

When the First Terminal is Flat

When the first terminal gets no *needle* reaction on any part of the Pre-Hav scale, it is flat. If needle action is still found, take the level with heaviest reaction, put together a command that falls also and go on with the terminal at that level. But when this no longer occurs, the first terminal is said to be flat. This may take a few or many hours. But the thing is to be sure it's flat.

Now and now only the auditor is to find the Havingness Process and the Confront Process of the pc in accordance with earlier bulletins. He then runs these enough to stabilize them. He now does his next complete Goals Assessment.

The auditor now uses the Havingness and Confront processes along with his new Goals Terminal. This is like old Regimen 3 except that the Goals Terminal and Pre-Hav Scale are used instead of help. The bulk of auditing is spent, of course, on the Pre-Hav Terminal on the Pre-Hav Scale in accordance with SOP Goals.

The Third D of P check-out occurs when the Havingness, Confront and new Goals Terminal are all found. The D of P checks each one of these and, briefly, the Rudiments. The D of P does not run any of these.

When this is done, the staff auditor goes back to the auditing room and starts his next session, remembering to again give attention to the "transfer" possibility and to again use at level 3 of the Beginning Rudiments "Who should I be in order to audit you?" or "Who am IV"

The Intensive or new intensives continue. The D of P must check out rudiments at least every 10 hours of auditing time. and, until toward the end of the pc's clearing, must *check* all new goals and terminals.

The D of P is not permitted to do goals assessments except for demonstration or when the staff auditor completely fails. The D of P is not permitted to *audit* rudiments for the staff auditor, only to check them.

Pes Priorly Audited

Pes who have been audited before in the HGC but not by the present staff auditor are handled much in the same way as a new pc.

The whole record and all auditor reports are taken into the auditing room. The staff auditor looks for the Case Assessment. If he or she doesn't find one, a new one is made. If the Case Assessment is present, the staff auditor reads it all off, verifying each point with the pc.

This done, the staff auditor checks in the reports for any terminals that were run on the pc or any Goals SOP run or goals assessments done before.

Only if a goals assessment has been done does he pay much attention to the records. If one has been done (but never run) the staff auditor checks it over with the meter. He or she accepts it or rejects it and uses his or her own assessment. If it was ever run, the staff auditor cannot reject it but must carry on.

If any Goals SOP has been *run*, the terminal that has been run is thoroughly meter checked on the Pre-Hav Scale. Any reaction 's found are flattened as per SOP Goals, in Model Session form. In short, the staff auditor, locating unflatness on the terminal first

found by some other for SOP Goals running, starts his Model Session, does the rudiments *thoroughly* and then assesses the first terminal ever run on the Pre-Hav Scale again (as he did before he started session), finds the level accurately, gets a command that will work and carries on.

The new auditor on the old case checks out and flattens on the whole Pre-Hav Scale, as indicated by meter reaction for any level, every Goals Terminal over found by any other auditor before he does his own goals assessment.

If the staff auditor finds a Havingness and Confront process already listed as found in the records he or she may use it or find new ones as best judgment seems to indicate on inspection.

If help terminals or Dynamic Assessment terminals are listed as run in the days before Pre-Hav, they can be neglected.

Clearing

When all terminals seem flat and the assessments find terminals only to "blow" almost at once, the pc is near-Clear. SOP Goals is carried right on until no assessments register on the meter, but the meter remains free.

Old Help and Dynamic terminals from the pc's file or memory are now checked out and run like Goals terminals.

When all this is done, the pc is Clear.

Things That Prevent Clearing

If the pc is run with a *PTP* in* full bloom, or if a goal is really a long time *PTP* and is not audited, the pc will not change toward Clear. Remedy: Reduce any *PTP* that produces needle reaction during Beginning Rudiments. Run as the first goal the one which assesses best on the meter, whether you agree with it or not-if in doubt choose by meter the goal which is the *reason* the pc is being audited according to the pc.

If the pc has heavy *ARC breaks* registering he will not only not progress, he may worsen the graph. Reduce all *ARC breaks* found by meter falls in the Beginning and End Rudiments of the Model Session.

If the pc has heavy *withholds* which register on the meter and yet the pc will not give them, the case will not progress.

If a *terminal* being run on Goals is left unflat (if it registers on the needle for any part of the Pre-Hav Scale and that is not flattened) the next terminal addressed will not run well and pc will not clear. Check over every level of Pre-Hav by needle reaction and flatten any residue, before you go on to assessing another terminal.

Overts or overt thinking on Scientology Orgs or personnel can prevent Clearing.
Always follow the *Auditor's Code*.

Pc Blows

A pc is most likely to blow (leave) if *withholds* are not given good attention and pulled. If *withholds* still register, and pc after several hours of auditing still won't give, run a Joburg Security Check on the pc as part of Model Session Rudiments 4.

A pc will blow if *ARC breaks* are not repaired properly when they happen. An *ARC break* can be repaired at any time in the session by TR5N. Only repair *ARC breaks* that fall on the meter.

A *PTP* unhandled can cause a no-gain and therefore an eventual blow.

If the pc blows, his or her staff auditor alone is responsible for getting him or her back into session. If all else fails the D of P can help. It's a black mark for a staff auditor if a pc blows.

The whole prevention of blowing is contained in this section if we add that the staff auditor's air of competence and facile command of his tools are sufficient to inspire pc confidence~

Auditing Maxims

Follow the Code. Particularly Clauses 1 and 2.

Get an answer for every question asked before asking another question.

Ask a question or give a command for every answer you expect. Don't expect two answers for one auditor question or command.

Assess and run only what the pc says and the meter says. Don't write script and try to audit your own troubles out of the pc or avoid the pc's troubles because you have an aversion for them.

Follow the Model Session Script and the TRs *exactly*. These are the badges of a skilled auditor.

The clearer you get the better you will audit. But case is no excuse for bad auditing.

Always be real. Don't have big withholds on the pc. Tell the pc the truth without violating 1 and 2 of the Code. If you are tired, carry on but say so. If the pc wants to see the meter read show it to the pc briefly. Only cover a meter during an assessment as pc will start pushing at it. Tell the pc what he wants to know about the meter reads.

Don't try to educate the pc on Scientology while you're auditing him or her. Tell the pc to be sure to take a PE if they haven't.

Newcomers

Getting a pc started who has never been given any data on Scientology is simple now. Just do the sessions of Goals SOP as given above. They respond to Case Assessment and Goals Assessments with total interest.

A pc is *in session* when he or she is interested in own case and willing to talk to the auditor.

Cases Not On SOP Goals

About 3 out of 22 cases cannot be started with SOP Goals.

The test is only this: Does the needle move enough, even on high sensitivity, to do a goals assessment? If it can, do one.

If totally stuck run the concentrate-shift attention process in regular Model Session in lieu of Goals Assessment until the Tone Arm is moving well, at least 3 tone arm dial divisions per half hour. This process, coupled with heavy rudiments, will start most cases so that they can then be assessed.

If the case is incapable of answering sensibly various questions, run the CCHS. By answering sensibly is meant "an intelligible response dealing at least vaguely with the question".

CCHs are not run in Model Session.

Stopping Processes

Processes are run as long as they produce Tone Arm change. Processes which do not produce Tone Arm change are then stopped. If a process doesn't produce a Tone Arm change in a half an hour, it must be stopped. Processes which freeze a needle and do not free it must be stopped.

A process is *never* stopped on the recommendation of the pc or because of the pc's objections. Such objections in SOP Goals always precede huge gains on the process. A process is stopped only when it no longer produces meter change.

A process that produces change must be flattened.

The process that turns on a bizarre or unwanted condition will always turn it off. If in doubt, flatten the process.

Don't "Q and A". That is where the change in the pc causes the auditor to stop or change the process. If the pc changes, continue the process. If the pc isn't changing, change the process.

Stop processes and sessions on the auditor's determination, never the pc's. The auditor's determination is established by meter reaction, never pc reaction. If the meter doesn't act, change the process or end the session according to session time. If the meter is acting, don't change the process and don't stop the session unless time is up.

Before Giving Up

Before chucking in your hand on a trying and unchanging pc and leaving it up to the D of P or the Org, do the following:

1. Thoroughly check rudiments with high sensitivity and get them flat on the needle with the Model Session Rudiments Processes.
2. Run a Johannesburg Security Check on the pc and clear every drop of the needle fully.
3. Run Formula 16.
4. Run Formula 13.
5. Run Formula 15.
6. Run "Concentrate -shift attention" process from SOP Goals until Tone Arm is very active.
7. Keep rudiments cleared while doing the above.

If you do all these and still get no action, see the D of P. Of course, it's impossible to do all the above well on a case and not get it going, providing only that you do do them well with good TRs.

End of Intensives

At the end of the intensive be sure, if the pc is continuing, that all is in order with the Registrar and D of P before you continue on into the next intensive.

At the end of all the intensives the pc has bought, be sure the pc sees the D of P and the Registrar before the pc leaves the Org.

These actions are wholly up to the staff auditor.

A Completed PC

Be sure, when all the intensives given are over, that the pc's complete record, with all its papers, assessments and session reports are turned in, in a folder, to HGC Admin for filing. You may add to this file your own summary and recommendation on the case if you wish so the next auditor who gets it will be assisted.

Additional Staff Auditor Duties

Other staff auditor duties are assigned by the D of P only. No other executive may issue direct orders to a staff auditor about his duties or cases.

Reports

All staff auditor reports go to the D of P. Copies go to myself at HCO WW via the HCO Area and HCO WW Technical Secretary.

Nothing gets as much attention from me as the results, graphs, reports and comments of the staff auditor. The whole future stability of the Org rests on the technical skill of the staff auditor.

L. RON HUBBARD

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[See also HCOP/L 26 May 1961, *Basic Staff Auditor's Hat*, page 536.]

HUBBARD COMMUNICATIO
Saint Hill Manor, East **Grinst**

HCO POLICY LETTER OF 31

Assn Sec HCO Sec D of P All Staff Auditors Mimeo Directions: Mimeo whole report as a Policy Letter. Then mimeo each form separately for D of P. Then have them letter pressed on flimsy paper.

THE DIRECTOR OF PROCESSING'S CASE CHECKING HAT

A system has been set up whereby a double check of every case at its most difficult crossroads in processing can be done.

While the staff auditor does all of the basic work and actual assessments, the D of P thoroughly checks each decisional step which would commit the case to an erroneous track or which would permit the case to continue less swiftly than is possible.

This checking system does not arise because staff auditors are unskilled. It arises from the fact that two points of view on a case are better than one. As an example of this it can occur that a staff auditor has the same withhold as the pc resulting at times in the staff auditor unconsciously avoiding that withhold. As another example, the pc terminal may be one to which the staff auditor has an antipathy resulting in an avoidance of that terminal. But in addition to these unlikely instances the pe will very often give up something to the D of P, thinking in terms of altitude, that he will not say to the staff auditor.

Our whole interest here is case speed of advance. The more accurately assessments are done and the more accurately rudiments are handled the more rapidly the case progresses.

The D of P only checks. The D of P does not actually audit the pc. It can happen that the pc gives up withholds to the D of P rather than the staff auditor. This is quite in order but the D of P may not drum for them the way a staff auditor would.

There are eight types of checkouts that the D of P does oil a pe. Each one of these as below is the subject of a technical report form. These forms should be mimeoed out at first and later printed on flimsy paper by letterpress. They are in red ink on white paper.

We are not now checking arbitrarily every five hours. We are checking only when the pc has reached certain stages. Now that SOP Goals is proving itself we must smooth out every possibility of error in its running. It is a complex process but it is invariable. It has many steps but these are unchanging. Very little if anything in it is equivocal. Its answers are all in the black and white of being right or wrong once one actually reads the meter with precision.

CHECK TYPE ONE

HCO WW FORM CT I

Pre-Intensive interview and Pre-Goals Assessment Check.

Before the preclear is audited in an intensive where SOP Goals may be employed the following check sheet is filled out by the D of P and passed by pc before a Goals assessment is made.

Name of Pe Date

Location of HGC

The Pc is put on the Meter.

The following statement is read to the pc: "You are about to receive Hubbard Guidance Centre Processing. Your auditor will do your case assessment in your first session. All I am going to do here is test your meter reaction for technical purposes."

TA Needle Character
Have you ever received mental treatment of any kind?

TA Needle Character
How do you feel about help9

TA Needle Character

Do you wish to attain the state of release?

TA - Needle Character
Does any of your family oppose Scientology?

TA Needle Character
How do you feel about control?

TA- Needle Character

Are you prepared to answer your auditor truthfully when he or she asks you questions about your past?

TA Needle Character

"This is the end of this check out. Please be sure to get good food---and plenty of rest during the time of your processing. I will see you again from time to time to make certain your processing is going well. Best of luck to you."

Adjudication (No other significance than TA and needle are given heed at this time): (given to auditor): Did TA move during questioning?

Did needle move during questioning?

If both moved, the auditor is to go right on and assess with a case assessment and then SOP Goals assessment in accordance with staff auditor's partial hat. If TA did not move but needle moved, the auditor is to run the concentrate-shift attention process given in SOP Goals and come back for this type check again. If neither TA nor needle moved during questioning auditor is to run: "How have you tried to change a person?" "How have you failed to change a person?" "How have you tried to change yourselfM "How have you failed to change yourselfP" If pc gave no intelligible answers to the questions, regardless of TA and needle motion, tell auditor to run CCHs.

AssessAttention Process
Change ProcessCCHs
SignedD of P.

Repeat this form without reading beginning and end to pc but reading only questions when the auditor says TA is moving well and comes back for recheck. If CCHs were assigned tell auditor to now do Change Process. Auditor returns for recheck when TA moving well. When Change Process doing fine, assign Attention Process. When Attention Process doing fine assess for SOP Goals.

Use new check type one sheet for every D of P check on above. Include this sheet in pc folder.

CHECK TYPE TWO

HCO WW Form CT2

Assessment Confirmation

Name of Pc Date

Location of HGC

Check by D of P to confirm case assessment, Goals Assessment, Terminal level and command.

Done before any of these are run on pc. Questions are made. to pc with pc on the meter.

Has the auditor asked you all about your family and former life?
About how many goals did you find? (Should be 50 or more)

Did the auditor cover secret or withheld goals too?

Did you cover childhood goals as well?

What was the principal goal found?

(D of P looks at assessment sheet): Was _____ the

principal goal found? (Note number of meter divisions it falls)

What was the terminal found for this?

(D of P looks at assessment sheet): Was _____ the

principal terminal found? (number of divisions it falls on meter).

If the number of divisions the terminal falls does not equal or exceed the number of divisions the goal fell auditor must reassess.

If reassessment ordered end check here. Sign and put in folder.

What level of scale was found for this terminal?

(D of P looks at assessment sheet): Was

the level of scale found for the terminal?

Meter must fall the same number of divisions for the level as for the Goal and the terminal. If this does not happen even when the terminal and level are repeated by D of P to Pc, tell auditor to reassess and end check at this point.

What command did you evolve for this?

(D of P looks at Assessment sheet): Was

the command evolved for this? (Notes divisions of fall)

If the command does not fall as much as the goal, terminal and level the D of P may try a better command remembering to take into account the phenomena of stuck flows and putting the pc at cause.

New command evolved which falls as much as Goals, Terminal and Level -

Auditor told to

SignedD of P.

CHECK TYPE THREE

HCO WW Form CT3

General Check up on a Session

May be run at any time or when D of P unconvinced of Case Progress

Name of Pc Date

Location of HGC

All questions are addressed to pc who is on a meter.

What processes are being run on you?

Do you have any ARC breaks with your Auditor?

Are you worried about something in your life?

Have you done anything while you have been in the HGC you shouldn't have done? -

Do you think what we are doing with you is in error?

Is your auditor doing anything that upsets you?

If needle did a marked dip on any of the above the D of P should continue the question until the dip vanishes, using various different forms of the question until he gets the whole story to his satisfaction.

D of P findings:

Recommendation to Auditor:

SignedD of P.

CHECK TYPE FOUR

HCO WW Form CT4

Rudiments Check

Name of Pc Date

Location of HGC

After eight or ten hours of auditing on processes that were in Model Session (not CCHs) the D of P checks rudiments to make sure that they are cleaned up.

Check done on Pc who is on a meter.

What goals have you been setting for your sessions?

Do you have any upset with your auditor about anything at all?

Are you withholding anything from us about yourself or your processing?

Do you have any present time problems?

Is there anything you dislike about your auditing?

Is there anything you would like to change about your auditor?

Is there anything it would embarrass you to tell us about?

Is there something you wouldn't want known?

Is there anything in your life right now that is very upsetting to you?

D of P sorts out any needle fall until he is sure that there is something there that needs attention and either it has cleared by his asking or he gives the auditor an alert to it so it can be handled.

Recommendation to auditor:

SignedD of P.

CHECK TYPE FIVE

HCO WW Form CT 5

Flat Cheek

When the staff auditor states that the terminal he has been running is now flat the D of P makes a very careful check before he permits a new assessment to be started. The TA does not have to be on clear read for a terminal to be flat.

Name of Pc Date

Location of HGC

Terminal that has been run 'flat' according to auditor

Check terminal on every level of the Pre Hav Scale against the needle only. Cheek from bottom to top of scale then back to bottom of scale.

Needle changed characteristic or fell on the following levels

If any change or fall noted, send auditor back to flatten that level, or those levels and do his own recheck and flattening before returning,

Use this form for D of P recheck.

If no level reacted on the terminal, take the Goal which the terminal represented and check it out thoroughly on the meter.

Goal Terminal Represented

Reaction of the Goal:

If goal had a reaction send auditor back to find another terminal that reacts as much as the Goal reacts, flatten that terminal on any and all levels and return for recheck on this same form.

1. Return for recheck

or

2. Do new Goals, Terminal, Level, Command Assessment

Signed D of P.

..... CHECK TYPE SIX

HCO WW Form CT6

..... Bog Check

NameofPc Date

Location of HGC

When the Auditor reports or D of P thinks case is not progressing well the following check offs are done: (This is a "When all else fails" check off)

D of P does check type one without the message to the Pe:

D of P does check type three:

D of P orders Johannesburg Security Check. Done:

D of P does check type four

If SOP Goals has been 'flattened' on one or more terminals D of P does check type five on all SOP terminals run to date

Only when all of this has been cared for according to each check type listed and the Johannesburg Security Check has been fully cleared on all questions does the D of P make further recommendation to the Staff Auditor:

Recommendation:

Signed D of P.

CHECK TYPE SEVEN

HCO WW Form CT7

A 'Welease- Cheek Sheet

Name of PcDate
Location of HGC

The following may be made out on the pc at any time but preferably at a time when the pc is to receive no further intensives at the moment or is leaving the HGC.

This whole check sheet is rechecked by RCO Area as indicatedi

Pc is put on a meter and asked:

Are you happy With the auditing you have had?

D of P HCO Area See

Do you think you will get any worse?

D of P HCO Area Sec

Do you intend to get more auditing?

D of P HCO Area Sec

Did they find your Havingness process?

D of P HCO Area See

Did they find your Confront process?

D of P HCO Area Sec

Do you think you can handle life any better?

D of P HCO Area See

Do you think Scientology works?

D of P HCO Area See

If satisfactory meter reaction (fairly free needle) and if Tone Arm is not abnormally high or low, and if pc answers "Yes" to above, a D of P sends the pc with this form to HCO Area, and HCO Area again checks it out, has Address prepare a Certificate, HCO Continental gets Certificate and this form and signs, and Certificate is handed to or mailed to the pc. A pin is also given or sent when available, denoting pc is a "Release".

D of P HCO Area Sec

CHECK TYPE EIGHT

HCO WW Form CT8

Clear Check

D of P checks out this form and then sends it to HCO Area See for a second cheek out. The whole pc file folder with all filed forms, Assessments, various sheets and auditor's reports are to hand when this check out is done.

Check over all goals listed on the Goals Assessment Sheet and any subsequent additions. Look for a fall of the needle on any of them.

Any fall disqualifies the pc.

Check over all terminals listed in all auditor's reports and note any fall on any of them with high sensitivity.

Any fall disqualifies pc.

We find the needle without reaction and pronounce this person to be clear.

D of P HCO Area See

Give letter to HCO Continental and send bracelet to pc.

LRH:jl.rd

L. RON HUBBARD

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by L. Ron Hubbard [Modified by HCO P/L 25 April 1961,

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530 D of P Form-Check Type One, page 532.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 APRIL 1961

CenOCon

S.O.P. GOALS GOOFS

Having examined the reports of several HGCs I must assume the following:

1. That the many situations arising in Admin and staff in some HGCs stem directly from an unconscious avoidance of clearing **Of** of running SOP Goals.
2. That getting SOP Goals run properly is my one and only goal for HGCs at this time.
3. That I have no interest in *reasons* why it is not being run properly.
4. That all organization and staff problems will resolve with the attainment of successful clearing of staffs.
5. That problems blow into view as this is being attempted and should get no more attention from me than a pc's protests would in a session.
6. That we can and will win out in getting SOP Goals properly applied.
7. That sooner or later staff auditors will realize it is a simple procedure with many steps and apply it bravely.
8. That auditors will suddenly realize it does work and clear and is to be used.
9. That staff auditors will read *and* follow the bulletins and policy letters on SOP Goals.
10. That my job is to insist that it be run, whether people on staff are trained or not trained.
11. That all difficulty stems from lack of successful *technical* application and that technical, fully repaired, solves all Admin problems.
12. That we can and will get SOP Goals in proper use, not only through existing staff but new staff as they arrive.
13. That neither you or I can Q and A with reasons it is not being run.

I am very, very earnest about these matters.

Typical goofs: Terminal started at Pre-Hav level run for a while with good TA motion. Motion of TA vanishes (as it should). Auditor non-plussed. Promptly starts attention process and does 20 hours of it, where he should have reassessed same terminal for new level.

Auditor finds goal dips only one division. Decides it isn't enough (which it is), runs off and runs change process.

D of P does assessment in 45 minutes (D of P shouldn't, and also it takes *me* 2 hours for a goals assessment), gives it to auditor. Auditor runs with no Model Session or rudiments for 100 *hours* with pc going mad from PTPs. Never changes level. Never checks rudiments. Nobody ever re-checks for level. E-Meter ignored.

Auditor has goal, terminal, level, command, all set to roll, and D. of P says, "Needle seems a little sticky, run the attention process". SOP Goals promptly abandoned in favour of wasting 4 days of auditing.

Goofs like this are just a dramatization of wasting auditing.

It's in the bulletins. There's no reason to goof. It's just a question of *doing it!*

As soon as somebody, anybody on staff gets clear or near clear on SOP Goals, this situation will change. The more that get clear or near clear, the more effective the Org will be, the better SOP Goals will run.

My policy then is clearly to get SOP Goals run in every HGC on every pc, staff and outside, not waiting "until staff are trained" or "when we get a new Admin", or "as soon as staff auditors can read an F-Meter".

My brand new idea on SOP Goals is "Do It". Only familiarity will beget confidence.

LRH:ph.rd

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Assn Sec

HCO POLICY LETTER OF 25 APRIL 1961

HCO See D of P All Staff Auditors Mimeo Directions: Mimeo whole report as a Policy Letter. Then mimeo the form separately for D of P. Then have it letter pressed on flimsy paper.

**D OF P FORM
CHECK TYPE ONE**

(Rewritten, Modifies HCO Policy Letter March 31, 196 1)

In view of improved technology and the fact that I've found there aren't enough questions to produce a tone arm shift in D of P's Cheek Type One, I have rewritten it as follows. Destroy the first issue of it and use this Cheek Type One instead.

CHECK TYPE ONE

HCO WW Form CT2

Pre-Intensive interview and Pre-Goals Assessment Check.

Before the preclear is audited in an intensive where SOP Goals may be employed the following check sheet is filled out by the D of P and passed by pc before a Goals assessment is made.

Name of Pc Date
Location of HGC
The Pc is put on the Meter.
TA Reading Sensitivity Reading

The following statement is read to the pc: "You are about to receive Scientology Auditing . 1 am(name) Director of Processing of the Hubbard Guidance Centre. Your auditor's name is All 1 am going to do here is check your case. I am not auditing you. Your auditor will do that. We are your friends. We want you to make the fastest possible gains. Now please answer the following questions."

- TA Needle Character
Have you ever received mental treatment of any kind?
- TA Needle Character
How do you feel about help?
- TA Needle Character
Do you wish to attain the state of release?
- TA Needle Character
Does any of your family oppose Scientology?
- TA Needle Character
How do you feel about control? -
- TA Needle Character
Are you prepared to answer your auditor truthfully when he or she asks you questions about your past?
- TA Needle Character
Would you be embarrassed if we found out all about you?
- TA Needle Character
Do you realize you will prevent yourself from being released if you withhold information from your auditor?
- TA Needle Character
Do you realize that if you indulge in alcohol at any time during the intensive you will slow down the results?
- TA Needle Character

Do you understand that if you get insufficient sleep each night you will have a harder time in processing? -

TA Needle Character -

Is it clear to you that you should not stay with antagonistic persons or restimulative people while getting your processing?

TA Needle Character

Do you know you should eat breakfast each morning before being audited?

TA Needle Character

Do you understand you could add three hundred percent or more to the time it takes to clear you by withholding data from your auditor?

TA - Needle Character

Do you know we will do our best for you?

TA Needle Character

Are you aware that you are one of the people selected to become clear?

TA Needle Character

Will you cooperate with us in every way you can to achieve that goal?

TA Needle Character

"That is the last of these questions. Is there anything you would care to know before we end this check out?"

TA Needle Character

Thank you. Best of luck in your auditing. You may go now."

Adjudication

Total TA Motion (TA Dial Divs)

Average Character of needle -

If average sensitivity knob was above 1.5 to get a 3rd of a dial drop (regardless of TA motion) run a change process.

If answers didn't make sense, run CCHs.

If needle was sticky and Tone Arm moved less than 1 division of TA dial during questioning, run Change Process.

If TA moved at least 1 division of TA Dial, begin SOP Goals.

If puzzled or in doubt, run a Change Process.

Recommendation to Auditor

CCHs

Change Process

SOP Goals

If CCHs, return for check without pc. Run until pc is intelligible_ If Change Process, run all but 118 of a TA division out of the TA motion and then return for ok to do SOP Goals before starting on SOP Goals.

If SOP Goals, do all Assessments and return for Check Type Two when done

SignedD of P.

Use new check type one sheet for every D of P Check on above.

Include this sheet in pc folder.

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533

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 MAY 1961

HGCs
HCO Sees
Assoc Sees

STAFF AUDITORS

All day staff auditors must report to HGC Admin at least twice a day in person no matter where they are auditing. Once before beginning morning sessions and once after completing the day's auditing.

In the case of night or week end auditors, the report must be made in person at least once between broad auditing periods not to exceed five hours.

Every staff auditor must have a basket, just as every staff member must have a basket. A comm centre in the HGC may be provided for staff auditors, with a basket or a 3 basket station for each auditor, but even if this is done, the staff auditor must also have a basket in the comm centre of the Org.

The location of these baskets must be pointed out to each new auditor by HGC Admin whose responsibility it is to see that the auditors report and hand in session reports or pick up all messages for them about the case.

SOP,Goals is too touchy to run with loose supervision of what is being run.

Ds of P must make every effort to keep themselves advised of every auditing period being run and to help staff auditors in every possible way to know their technology and keep them out of trouble with pcs.

We can clear people. This, to be effective. requires communication, not only with the pc but with HGC.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MAY 1961

CenOCon

SOP GOALS ASSESSMENTS

(Effective on Receipt)

No person signing for auditing in an HGC may be started in an assessment for SOP Goals unless he or she has 50 hours of auditing time signed up and arranged for ahead of the pc at the moment the *assessment is* to begin.

No case may be started on a goals assessment until the case has been properly prepared to be assessed by earlier processes as have been or will be issued.

This is law for the Chief Registrar and D of P and staff auditors. Violations .an lead to serious consequences for the repute of the HGC, for the preclear and for personnel involved.

Nothing in this policy letter forbids assessment for preliminary steps such as general assessment on the Pre-Hav Scale.

The reason for this order is that experience is showing that staff auditors. are occasionally taking up to 35 hours to find the goal and terminal and be sure of them and that pes who leave with incomplete assessments for SOP Goals are very unhappy.

CHIEF REGISTRAR

The Chief Registrar should make much out of the therapeutic value of an SOP Goals Assessment. If it isn't done right, auditing then requires an infinity of auditing time to clear. Field assessments are being displayed as careless, dangerous and deplorably wrong. Say it takes as much as fifty hours to *know* your basic goal and beingness. (See Book One for basic goal and basic personality.)

A good goals-terminal assessment almost clears people when done by HCO Bulletin of May 13, 1961, and certainly makes a Release.

DIRECTOR OF PROCESSING

The D of P should make the Central Org specialise in good and accurate assessments, and be the central authority on them. No field assessment result may be used by a staff auditor or the HGC. The HGC may only run assessments it itself does and these must be *right*.

A wrong assessment robs the pc of all his money and harms his case.

HCO SECRETARY

The HCO Area Sec must hat cheek this HCO Policy Letter on all technical personnel on receipt and often thereafter.

HGCs must become expert in assessment for SOP Goals NOW.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 MAY 1961

CenOCon

BASIC STAFF AUDITOR'S HAT

(Refers to HCO Policy Letter of March 20, 1961)

This remains the same. But there will shortly be a third form of Check Type I which has, as one of its possibilities, the makings of a Release.

Other staff auditor skills include how to do a Security (Joburg) check and run general pre-havingness scale without a terminal, both as per HCO Bulletin of May 13, 1961.

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HCO POLICY LETTER OF 24 AUGUST 1961

CenOCon

HGC ALLOWED PROCESSES

Until further notice the HGC allowed processes shall be:

Routine I
Routine I A
Routine 3.

Routine 1 A is preferred on all pes and should be begun as early as possible and flattened fully before a Routine 3 Assessment is attempted.

Routine 3 has failed only where rudiments are flagrantly out during assessment or in running.

Routine I A inhibits out rudiments and ARC breaks. It flattens in from 25 to 100 hours. It speeds goals assessment to as little as 2Y2 hours if I A is flattened.

Routine I A consists of any version of problems and all HCO WW Form Security Checks.

Not know, unknown version of problems processes and security checks are allowed.

It is policy that no preclear on staff or in the HGC be assessed for goals or run on goals or run further on goals until Routine I A is flat in all versions.

This guarantees clearing if auditors are also technically expert and flatten all processes begun by them.

Saint Hill Tapes of recent date and other materials cover and will continue to cover this subject.

This is policy. It must be followed.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 SEPTEMBER 1961

All HCO Secs
All Assn Secs

HGC ALLOWED PROCESSES
(Cancels all previous HCO Bulletins and Policy Letters on
HGC Allowed Processes)

HGCs must begin clearing.

All academies must get auditors trained up so their skill is adequate to clear.

In an HGC, all auditing is done by staff auditors of course. But if individual staff auditors cannot handle the skills of clearing, no clearing will get done.

Therefore a program of increasing skills of staff auditors must be undertaken, not just in training but in gradient skills they are permitted to use on pcs. A staff auditor must only use skills he can command and with which he can win.

Saint Hill Special Briefing Course Tape of September 26, 1961 is a part of this Policy Letter. It enjoins that auditors increase and use their skills as follows:

CLASS ONE: Relatively unskilled. HCA/HPA graduate, field auditor called in part or full time or current staff auditor or HGC or Academy personnel or executive. This auditor is asked what process he has had success with on pcs. What process he has confidence in. Whatever it is, as long as it's Scientology, a Class One Auditor is not permitted to use any other process on HGC pcs, regardless of their "case requirements". This is mandatory.

CLASS TWO: Any auditor auditing on staff who has finally passed a *perfect* score on HCO quizzes on

1. E-Meter Essentials
2. Model Session
3. Security Checking HCO Bulletins
4. Saint Hill Special Briefing Course
Tape of September 26, 1961.

(these quizzes must embrace the most minute details of these items.)

This auditor is thereafter permitted only to use Security Checks on HGC pcs, either standard checks or checks combined with specially devised checks.

CLASS THREE: Any staff auditor who has graduated up through Class Two skills and who is having excellent results with Class Two skills and who thereafter has been specially trained directly by a person who has attended and passed the Saint Hill Special Briefing Course and who has also passed a *perfect* examination by HCO on

1. All HCO Bulletins relating to Routine 3.
2. All Saint Hill Tapes on Routine 3.
3. Who has a good grasp of the technical side of auditing and can run a smooth session.

This Class Three Auditor may use Routine 3 on HGC PCs but may only utilize goals and terminals and levels that have been checked out and verified by a person graduated from the Saint Hill Special Briefing Course. He may not run engrams on HGC PCs.

4. Who can find rudiments when out and get them in.

CLASS FOUR: Any Class Three Auditor who has achieved excellent results with Routine 3 and who has had his or her goal and terminal found and is a release and who has had engrams run on his or her own goals terminal chain and who has excellent subjective reality on engrams. This auditor may run Routine 3 and engrams on HGC PCs.

In an HGC as of receipt of this HCO Policy Letter there are no other classes of auditors and no special permissions may be granted contrary to this policy letter.

All HCO Area Secretaries are enjoined to make this program stick, get this HCO Policy Letter immediately hat checked on all Central Org technical staff and all executives including the Association Secretary. A copy of this HCO Policy Letter, carrying a list of all those who have passed a check on it and all who can't or won't should be airmailed back to me.

This is the first positive and effective step toward getting broad clearing done in HGCs. This is a very important step. It will be with us a long while. For even when we are routinely clearing, every new staff auditor will go up this ladder.

Rapidity in getting this into effect will bring the HGC that much closer to clearing.

It is not permitted that HGC PCs are security checked or run on Routine 3 or engrams until the auditor doing so has been awarded the class that permits him to do so.

If HCO Area Sees or Assn Sees find anything else more important than getting this done, pause a bit and ask why.

For only broad general clearing in HGCs and training in Academies toward clearing skills will resolve any and all of a Central Org's problems.

(Note: PCs who are being run contrary to this Policy Letter on its receipt and who would be upset by a sudden change may be continued on whatever the auditor was running on receipt.)

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[Added to by HCO P/L 29 November 1961, *Class of Auditors*, page 541.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 NOVEMBER 1961

Assn Sees
D of P
DofT

HGC PROCESSING LIABILITY

If every field auditor were trained on Sthil or Special Courses and yet HGC auditors remained untrained, only field auditors could clear and HGCs would suffer badly.

With the advent of 3D, clearing is placed in the reach of all cases, as you will soon see.

Routine 3D depends almost wholly on accurate and rapid assessment.

The only reason auditors cannot assess is because they can't read E-Meters.

Therefore your fastest steps to clearing all persons who enter an HGC are:

1. Make sure you have adequate senior personnel trained at Saint Hill; and
2. Make all HGC auditors excellent Class 11 auditors in practice, not just in theory, with emphasis on 100% accuracy in reading meters.

If you will do these two things, you will maintain excellence of auditing and be able to clear people in an HGC.

In training a Class 11 auditor, while not skimping other necessities, concentrate hard on the skill of staff auditors in reading E-Meters. Note the drill in E-Meter Essentials and make them *do* it. Devise means of getting a staff auditor to recognize all the various phenomena of needle action instantly.

I will try to make some 8mm sound films for you on this. But don't wait for them,

I have a great certainty on what even the early steps of 3D can do for a case. But they are all assessment steps. They can be done in error only where the auditor cannot, or does not, read an E-Meter. If they *are* done in error, you'll have endless grief, for an error in 3D is comparable to exploding a mine. It's ghastly.

Your pes must be able to attain clear and stay clear. The Central Org in South Africa, with all the clearing, failed to maintain sufficiently high HGC standards and flubbed on a few cases and is now almost broke. So clearing can occur, but if unstable clearing occurs or errors are made, all hell breaks loose.

Right now the biggest available wins from HGC auditors consist of Sec Checking *with no flubs.*

If your pes are being Sec Checked even on just Sec Check Forms 3, 4 and 6, you should be getting enormous wins on *all* cases.

If you're not getting those wins, then the staff auditors can't or don't read E-Meters. That's your gross auditing error.

A Problems Intensive requires skill in assessing and Sec Checking. Once more if

you're not getting wild wins on this, your staff auditors cannot or do not read E-Meters well or consistently.

Doing these items, See Checking and Problems Intensives as per HCO Bulletin of November 9, 1961, your staff auditors will achieve a high enough accuracy on the E-Meter to do Routine 31) easily.

If 3D is done wrong, it is because the E-Meter was read wrong or not read. If 31) is done wrong, you'll have a disaster that isn't limited to just one case.

So be safe. Get your staff auditors able to do Sec Checks and Problems Intensives and win with them. If they don't get wins with these, they're not reading the meter right. The wins are there to be had if the auditor can and does run a session and read a meter. If you're not already getting uniform case wins on Sec Checking and Problems Intensives, the meter isn't being read. It's that simple.

If an auditor cannot win steadily and well with Class II skills, *never* trust that auditor with 3D.

The hidden factor that the D of T and D of P don't see is the missed meter reaction. That's where *any* case trouble is. So work on it, please. I don't care what lengths you go to to be comfortable that when the needle reacts the auditor saw it and knew what it was.

In running any part of an org, if you can lick this, you can clear. If you don't lick this, you will have endless trouble with cases and procurement.

We can get greater gains with Class II skills than were ever before attainable by earlier processes IF the auditor is reading the meter *all* the time.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 29 NOVEMBER 1961

Sthil
Franchise
CenOCon
BPI

CLASS OF AUDITORS

(Adds to **HCO Pol Ltr of Sept 29, 1961** -HGC Allowed Processes)

All auditors shall be considered Class I until validated Class II by a Saint Hill Graduate or a Central Organization or at Saint Hill.

Classification as Class 11 may not be awarded by any class. It may be attained only by severe practical demonstration, and oral examination by an HCO Secretary or an appointee of HCO.

Class II auditors trained by anyone may not have pay status as Class II in a Central Organization until given a complete examination after going on staff by the HCO Area Secretary, regardless of any earlier examination. The only exception is a Saint Hill Graduate who has been specifically examined and specifically designated as Class II by HCO examiners at Saint Hill.

No auditor may be designated as or draw pay in a Central Organization as a Class III auditor unless first designated Class 11 and thereafter passing all examinations for Class III under the tutelage of a Saint Hill Graduate and operating as a Class III auditor. A Class III auditor must have successfully and correctly assessed and run preclears. Class III auditors must be examined and their preclears examined by HCO before the award of Class III is given.

A Class 11 auditor may assess and run advanced procedures only under the close personal supervision of a Saint Hill Graduate, and not by mail, telegrams or long distance telephone, but personally.

At Saint Hill all enrollees will be trained up to and examined as Class II auditors on arrival, regardless of any earlier training by anyone or any organization. No assessment or advanced procedures may be run by the Saint Hill trainee before Class 11 classification is awarded -and only then under the closest supervision. When examined for Class II the passing grade is *perfect*.

(It follows that persons earlier classified as Class 11 will be able to reach Class II much more rapidly at Saint Hill. It also follows that a field classification as Class 11 may be able to reach Class II more rapidly in a Central Organization. But prior classification has no bearing on the Saint Hill Course and field classification has no bearing on Central Organization or City Office classification.)

Unauthorized Processes

Any auditor found using Class III skills in violation of the above shall be subject to suspension of certificate and, if continuing in fault, subject to public warning and revocation of all certificates and awards.

Serious damage can be done to Scientology and preclears by unauthorized use of Routine 3, 3A and 3D.

While no penalty attaches to a Class I auditor trying to security check and running

problems intensives, he or she should clearly understand that all pc upset in their area is traceable to inexpert handling of security checks.

Class I auditors are free to handle and use any procedure earlier than security checking (or October 1, 1960) except 'Step 6' and Creative Processes.

Class I auditors are urged to obtain Class 11 classification as soon as possible in order to increase their results and minimize area disturbance. Good use of Class 11 skills gives wins. Use by persons not yet classified gives loses. Any inexpert use of Class III skills can be ruinous by actual test. We have, in Class III skills, for the first time violated the maxim that any auditing is better than no auditing. This is still true of processes prior to October 1, 1960. With clearing at speed has come liability of misuse. If we're going to have clears, we must have accurate Class III auditors.

Appended to these policies it is understood that Class 11 and Class III auditing will be done only on British Mark IV E-Meters or as improved. The discovery that 1958-59-60 and 61 American meters are wholly unsuitable for clearing and that sq,,irrel meters are even less useful, makes it mandatory upon us, in order to guarantee any result to insist upon the use only of meters I have supervised in construction and which have been tested after manufacture by HCO WW. The only American meter suitable for clearing was the 1957 blue meter I supervised. Unknown to me the pattern was thereafter altered. The only suitable UK meters prior to the Mark IV were the 'Green and Gold' ACC Meter actually used on that London ACC, the Mark 1, the Mark 11, and the Mark III. I cannot guarantee any meter I did not check on. This is not a commercial statement. It is a vital fact in clearing. Therefore Class 11 and III auditors may not be classified as such unless they own or are issued a British Mark IV (or improved) E-Meter checked out by HCO WW.

These policies are vital and are binding on receipt.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 DECEMBER 1961

HCO Secs
Org Secs
Ds of P
Tech Depts

HGC ALLOWED PROCESSES

Directors of Processing are asked to note, and bring VERY strongly to the notice of Staff Auditors, that the use of 'unknown', 'not know', 'forgotten', 'hidden' etc, is now forbidden under *ALL* circumstances.

Instead, for Processing Checks, use varied questions in an impasse; for PTPs find the Prior Confusion and use "What did you do wrong in that time of confusion" and "What did you withhold in that time of confusion"-each question cleared separately (as in a Processing Check).

For chronic PTPs, use the Prior Confusion in the same way in a Problems Intensive.

Also, please note that Routine 1a is not to be used: run a Problems Intensive instead. NB: In a Problems Intensive DO NOT use sec-check-type questions on specific terminals. Keep the questions general, e.g., "What did you do wrong?", NOT "What did you do to Aunt Bessie?".

Issued by HCO Technical Secretary WW for L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JANUARY 1962

HCO Secs Assoc Secs Lis of P

REPORTS FROM HGCs

Effective immediately, HGCs are required to adopt this Policy regarding weekly reports to HCO Technical Secretary WW at Saint Hill.

Each Wednesday (at latest) please send a package consisting of-in this order:-

1. A summary report on all the previous week's auditing by the Director of Processing-on a form to be mimeoed on white foolscap flimsy paper; (the exact format of this form is given at the end of this Policy Letter).
2. All reports on Staff Auditing.
3. All reports on Public Auditing.

The report on each individual Pc is to be made up of-and in this exact order:-

- (a) An accurate copy of the Pc's APA/OCA/SAPA Profile showing 'before and after' graphs.
- (b) 'Before and after Intensive' D of P checks.
- (c) 'O & P' Forms, where a Problems Intensive has been given.
- (d) The pre-processing Sec-Check and any completed Ist Processing Check (HCO Form 3).
- (e) The Auditor's Reports on EVERY session (NOT INFERIOR CARBON COPIES), with the latest report Ist, and the preceding reports appearing in reverse consecutive order below this so that the earliest session-report is last in the package.

NB: American Orgs: Please staple the APA Profile-sheet by its top left corner to the top left corner of the rest of the package; for all other orgs, the OCA/SAPA profile sheet is to be stapled by its *LOWER LEFT* corner to the top left corner of the package.

EVERY Profile-sheet must be marked VERY clearly 'STAFF' or 'PUBLIC' as the case may be, *AND* with the location of the HGC.

All particulars must be filled out on EVERY Profile-sheet.

All reports must be on flimsy white paper-to take up less room in our files-and to save you postage.

When remimeoing D of P's report extend it to a full foolscap page omitting everything marked with an asterisk.* (Extend the report, that is, by using the space to take particulars of 1 or 2 more Pcs.)

(Foolscap)*

DIRECTOR OF PROCESSING WEEKLY REPORT
HGC (location)*

WEEK ENDING

TOTAL NUMBER OF PCs AUDITED THIS WEEK

NUMBER OF STAFF AUDITED THIS WEEK

NUMBER OF PUBLIC AUDITED THIS WEEK

LISTPCs: (STATE IF STAFF OR PUBLIC AFTER NAME)

1. PC's NAME -AGE-SEX RUN ON
(Block letters) (*eg Routine 1, Probs Int)

PROGRESS

AUDITOR-AUDITOR'S STATUS - CLASS
(*eg reg. staff, casual, etc)

2. PC's NAME AGE-SEX-RUNON

PROGRESS

AUDITOR-AUDITOR'S STATUS - CLASS-

3. PC's NAME AGE- SEX - RUN ON

PROGRESS

AUDITOR -AUDITOR'S STATUS - CLASS

4. PC's NAME -AGE-SEX-RUNON

PROGRESS

AUDITOR - AUDITOR'S STATUS CLASS

5. PC's NAME -AGE-SEX-RUNON

PROGRESS

AUDITOR-AUDITOR'S STATUS - CLASS-

6. PC'sNAME -AGE-SEX-RUN ON-

PROGRESS

AUDITOR- AUDITOR'S STATUS- CLASS

(If there is not room for ail your pes on this form, use another one)

D of P COMMENTS

DATE SIGNED _D of P

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*Issued by: HCO Technical Secretary WW
for
L. RON HUBBARD
545

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

Gen Non

Rernimeo

Qual Hats

Tech Hats

Level VI Students

& Above

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 Previous or Current Contact - No responsibility or 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.

See 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

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HCO POLICY LETTER OF 22 JANUARY 1962

HCO Sets
Assoc Secs
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

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HCO POLICY LETTER OF 17 MAY 1962

Central Orgs
Tech Depts

RUDIMENTS CHECKS

It has been discovered that Rudiment Checking has become a matter of form. If an auditor found a rudiment in after a checker had found it out, it was assumed that either the trouble had blown or that the checker was wrong. They overlooked the possibility that the checker had found a mutual rudiment out.

If therefore an auditor finds a rudiment "in" that the checker had found "out" he should ask a simple question on the lines of "What did you think of when the rudiment checker asked this question (or checked. this rudiment)?"

Auditors should regard a rudiments check as a help, not as an attempt to put them in the wrong.

Issued by: Reg Sharpe
Course Supervisor

LRH:cw.cden Saint Hill Special
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HCO POLICY LETTER OF 1 JUNE 1962

Sthil Form
All Academies
All HGCs

AUDITING

RUDIMENTS CHECK SHEET

(This is the only Rudiments Check Sheet
to be used in straightening up HGC pcs
or cancelling sessions on Students.)

The following check sheet should be used by Ds of P, supervisors and instructors seeking to establish whether or not the, HGC or student auditor got the rudiments in during a session.

This check is not done in Model Session. Only the R factor is put in and "End of Check" is given at end.

Only a British Mark IV Meter is used. Sensitivity is at 16 throughout check.

Note:

During the first two sessions of a pc by that auditor randomness can be expected And the auditor should not be rebuked, as it sometimes takes two or three sessions for the rudiments to be put in solidly for an auditor and for a pc's needle to get smooth enough to be read by a checker.

Note:

See HCO Bulletin of May 25. 1962 on needle reading.

The checker should carefully repeat at least once any rudiment on which he or she gets a read, stressing "By the end of your last session". And at first even ask the pc when that was.

As auditing continues for several sessions, if the auditor is putting rudiments in every session, the needle will smooth out and checks become highly accurate. If this does not take place, then the rudiments are not ever being put in by the auditor.

RUDIMENTS CHECK

(Repeat the leading line before each numbered item.
Mark those that give an instant read [HCO B May 25, 1962]

By the end of your last session had your auditor failed to find and clear

1. A half truth?
2. An untruth?
3. An effort by you to impress him (her)?
4. An effort by you to influence the E-Meter?
5. Something you were withholdinO.
6. An unanswered question?
7. An unanswered command?
8. An unwillingness to talk to him (her)?
9. A problem?
10. An unwillingness to be audited in that room?

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER.OF 2 JULY 1962

CenOCon

URGENT

RUDIMENTS POLICY

On all WC, staff and Academy pcs use only Repetitive Rudiments as per HCO Bulletin of July 2, 1962 and as outlined in that and future bulletins, combined with Model Session HCO Bulletin June 23, 1962 and its future changes.

It is forbidden to use any other rudiments approach than HCO, Bulletin of July 2, 1962 in an organization and it is forbidden to use any other session form or additional questions.

Lack of Scientology results has stemmed from out rudiments when grosser errors were not present. This rudiments system and HCO Bulletin June 23, 1962 (and as improved) Model Session, properly used, by auditors who know how to read a meter (HCO Bulletin May 25, 1962) and who do not Q and A (HCO Bulletin May 24, 1962) will produce comfortable, advancing pes and, with Routine 3GA, clears. I make no reservations on this fact.

It is incumbent on all Assn and Org Sees, HCO Continental Sees, HCO Area Secs, Technical Directors, Ds of P and Ds of T to get this HCO Policy Letter into full force at once in all organizational activities. With the above the gTeatest stumbling blocks to clearing, given Prepchecking and Routine 3GA, have been vigorously swept aside. Get this policy letter in force!

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 14 JULY 1962

Sthil Students
CenOCon
All Sthil Grads

URGENT

AUDITINGALLOWED

I want every auditor auditing to be perfect on a meter. To be otherwise can be catastrophic.

By perfect is meant:

- 1 Auditor never tries to clean a clean read;
2. Auditor never misses a read that is reacting.

One mistake on M.S. or TRs may not ruin a session. One mistake on a meter read can ruin a session. That gives you the order of importance of *accurate* never-miss meter reading.

All bad auditing results have now been traced to inaccuracy in meter reading. Other aspects of a session should be perfect. But if the session, even vaguely following a pattern session, comes to grief, IT IS ONLY METER READING ACCURACY THAT IS AT FAULT.

I have carefully ferreted this fact out. There is only one constant error in sessions that produce no results or poor results; inaccurate meter reading. This is also true for student and veteran auditors alike.

When an auditor starts using unusual solutions, he or she was driven to them by the usual solution not working. The usual solution always works unless the meter needle reading is inaccurate.

If an auditor is using unusual solutions, then THAT AUDITOR'S METER READING IS INACCURATE. Given this, consequent ARC breaks and failures drive the auditor to unusual solutions.

A D of P who has to dish out unusual solutions has auditors who are missing meter reads.

Meter reading must be *perfect* every session. What is perfect?

1. Never try to clean a read that is already clean.
2. Never miss an instant reaction of the needle.

If you try to clean a clean rudiment, the pc has the missed withhold of *nothingness*. The auditor won't accept the origination or reply of *nothingness*, This can cause a huge ARC break, worse than missing a somethingness. A nothingness is closer to a thetan than somethingness.

If you miss an instant reaction you hang the pc with a missed withhold and the results can be catastrophic.

If you fumble and have to ask two or three times, the read damps out, the meter can become inoperative on that pc for the session.

If you miss on one rudiment, the next even if really hot can seem to be nul by reason of ARC break.

A meter goes nul on a gradient scale of misses by the auditor. The more misses, the less the meter reads.

Meter perfection means only accurate reading of the needle on instant reads. It is easily attained.

An auditor should never miss on a needle reaction. To do so is the basis of all unsuccessful sessions. Whatever else was wrong. with the session, it began with bad meter reading.

Other auditing actions are important and must be done well. But they can all be overthrown by one mistake in metering.

1 . Never clean a clean needle.

2. Never miss a read.

Unless metering perfection is attained by an auditor, he or she will continue to have trouble with preclears.

The source of all upset is the missed withhold.

The most fruitful source of missed withholds is poor metering.

The worst TR 4 is failure to see that there is nothing there or failing to find the something that is there on an E-Meter.

This is important: Field Auditors, Academies and HGCs are all being deprived of the full benefit of processing results by the one read missed out of the 200 that were not missed. It is that critical!

A good pro, by actual inspection, is at this moment missing about eight or nine reads per session, calling one that is clean a read and failing to note a read that read.

This is the 5 to 1 ratio noted between HGC auditing and my auditing. They miss a few. I don't. If I don't miss meter reads, and don't have ARC breaky pcs, why should you? With modern session pattern and processes well learned, all you have to acquire is the ability to never miss on reading a needle. If I can do it you can.

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HCO POLICY LETTER OF 19 JULY 1962

Sthil Students
CenOCon

CLEARING-FREE NEEDLES

Any auditor running a Routine 3 process and obtaining a free needle on an E-Meter should, on the Saint Hill course, have an Instructor observe and verify that condition and in a Central Organization should have it observed by an HCO Area Secretary.

Any auditor obtaining a free needle on all lines continuously (the state of a first goal clear) should, on the Saint Hill course, demonstrate that condition to an Instructor and, in a Central Organization, to an HCO Area Secretary.

An Instructor or HCO Area Secretary should make a statement on the auditing report testifying to the fact and existence of the free needle.

In short, there are two stages of observation-the first free needle obtained on one line and the state of continuous free needle on all lines.

No verbal statement by an auditor, not otherwise confirmed as above is to be given credence or be used to establish the condition of a case.

The early observation on one line being difficult to maintain for observation is not mandatory, but if not verified as above may not be claimed.

The state of a "first goal clear" is established by:

- I . A free needle on each line fisted from the goal.
- 2 . No reaction of the goal on the meter after a final prepcheck on that goal as per HCO Policy Letter 15 July 1962 .
3. Tone Arm near Clear Read.

A free needle is not a stage 4 needle or an inverted stage 4. It is floating and free.

In Routine 3GA we have actual, lasting clearing. It is accomplished by expert and exact auditing. There is no reason to fake the condition or rumour that someone is clear when he or she is not, or to tell someone he or she is clear when they are not.

We are on solid ground with technology and procedure. Let's keep it that way. The goal has been sought on Earth for 2,500 years. We have achieved 8 first goal clears on the Saint Hill course in the last two months. People, with reason, trust a clear. We have attained the state of clear in Man. We must not upset that Trust.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 AUGUST 1962

CenOCon

CLEARING

Use of Saint Hill graduates in auditing should be limited to finding goals only.

Regular Staff Auditors not trained at Saint Hill should do all the Prepchecking and goals listing necessary to obtain a complete list, all under the close supervision of a Saint Hill Graduate.

The Saint Hill Graduate should then nul the goals by the latest current procedure and find the goal.

The goal found must be checked out by another Saint Hill Graduate cleaning it up as needed with Mid Ruds and proving it out conclusively.

The Saint Hill Graduate should then prove out the four listing lines so they can be seen to react on the meter like the goal and can be answered by the pc.

The preclear should then be turned over to a regular staff auditor for the listing of lines.

After 200 items have been listed on each list a Saint Hill Graduate must ascertain that pain occurs on lines 1 and 3 and sensation on lines 2 and 4. Only then can listing continue.

The regular staff auditor must clean up the goal immediately after beginning ruds in every listing session and must call for observation by a Saint Hill Graduate of any free needle he declares.

This arrangement has the force of policy. No other auditing use of Saint Hill Graduates may be made in an HGC except in demonstration.

All possible effort must be made to clear or advance toward clearing every HGC preclear.

The HCO Bulletins of August 1, AD 12 and the four lectures and demonstration tapes of the week ending August 11, AD 12, or as amended, shall constitute 3GA practice on Central Organizations.

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HCO POLICY LETTER OF 28 AUGUST 1962

Central Orgs
Tech Depts

HOW TO WRITE AN AUDITOR'S REPORT

The following rundown, written by Phoebe Maurer, Director of Processing in Los Angeles, should be used by all auditors in writing their auditors' reports.

1. Reports are written in duplicate-i.e., one original, one carbon. (Original is sent to HCO WW, carbon is retained in local org files.)
2. Reports should be written clearly and legibly-in ink.
3. EACH REPORT SHEET should be filled in at top with:
 - (a) Preclear's name (full name)
 - (b) Auditor's name (full name)
 - (c) Date
 - (d) No of intensive hours scheduled (121/2-25-50, etc).
 - (e) Time length of session (or sessions) for that day. (Ex: 5 hrs 15 min.)
 - (f) Running total of scheduled hours completed to date.
4. LEFT HAND COLUMN should reflect exactly what was done by the auditor from beginning to end of session, as follows:
 - (a) Start of Session (with time, TA read and Sens read noted in middle columns).
 - (b) Beginning Rudiments (with time, TA reads, and sens at which ruds are run (16) in middle columns).
 - (c) Any specific rudiments which took some time to clear should be written in under Beg Ruds (Ex: Withhold- cleared.)
 - (d) Process. (Name the process run and give the process commands in full. If a Havingness Process, specify *whi ch* Havingness process was run) with time, TA reads and sens at which process was run noted in middle columns.
 - (e) Middle Ruds-with time, TA reads and sens (16) noted in middle columns.
 - (f) End Ruds-with time, TA reads and sens (16) noted in middle columns. Again, note any rudiment which was difficult or required unusual amount of time to clear.
 - (g) End of Session-with time, TA read and sens noted in middle columns.
5. RIGHT HAND COLUMN should include:
 - (a) Session goals (each one numbered).
 - (b) Life & Livingness goals, specified as "L.L."
 - (c) Notations as to which session goals pc made.
 - (d) Notations as to other gains made in session.
 - (e) Notations as to PC's: attitude, emotional changes, physical changes, somatics, communication changes, cognitions.
 - (f) Auditor comments or opinions- CLEARLY LABELLED AS SUCH.

In other words-each auditor's report should show at a glance exactly what was done in the session AT **ANY GIVEN TIME DURING THE SESSION.**

TA reads and sens reads in middle column should correspond with notations in left hand column as to what was being done in the session at the time.

It is important that the length of time taken for Beginning, Middle and End Ruds is clearly indicated-that the length of time any Havingness Process was run is clearly indicated, or evident, from **LEFT HAND COLUMN** notations corresponding with time, TA and sens reads in Middle Columns.

If for any reason a rudiment or Prepcheck question must be left unflat, indicate clearly at end of report that it is UNFLAT-so that it may be picked up in the next session.

Completed copies of auditor's reports for each week's intensive (25 hours) should be placed in a folder in the HGC AUDITOR REPORTS basket on Friday night. They are then checked on Saturday, clipped to the pc's beginning and end profile, and made up into the Director of Processing's report to HCO World Wide on HGC preclearswhich report must be on the Org See's desk by Monday noon, at the latest.

Each set of reports for a pc should be completed by *the auditor* as follows before it is turned in Friday night to the HGC AUD REPORTS basket:

- 1 One set of originals, stapled together; one set of carbons, stapled together.
2. Each set should read from the last day of the intensive back to the beginning day of intensive-i.e., last report is on the top of the bunch, first report is on the bottom.
3. If there is more than one sheet per day, number---the sheets and staple them together, with the last numbered sheet on top. In other words, the entire report reads from end to beginning throughout.
4. Original set and carbon set are identical, and should both be in the folder which goes into the HGC AUD REPORTS basket on Friday.

Issued by: Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD
Authorized by: Mary Sue Hubbard

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Saint Hill Manor, East Grinstead, Sussex
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HCO POLICY LETTER OF 1 SEPTEMBER AD 12

CenOCon
BPI

URGENT
HEALING PROMOTION

One never achieves the high mark without finding something else on the way up.

We have resolved healing.

Clearing, of course, resolves it, and we can clear. There is however a lower level of resolution of sickness which any trained HCA/HPA can do easily. Indeed it is about the easiest Auditing that any auditor ever did. The entire technical run-down on it is contained in HCO Bulletin of July 30, 1962, "A Smooth HGC 25 Hour Intensive". I will be writing other bulletins on this. When this was first released reports began to come in from various quarters, that it was extremely successful. Further research reveals that, with the new series of buttons (HCO Bulletin of August 30, 1962) this is an easily applied solution to chronic somatics. Without exaggeration, this address to healing is the resolution of illness at lower technical levels when properly done. Fifty to two-hundred hours can be devoted to a case. using this, as well as twenty-five. Do not confuse this with the 1961 Problems Intensive. It has similarities but is new.

Central Organizations, Centres and Field Auditors should begin an immediate programme on this. By healing you can graduate a pc up to clearing interest and thus we have a lower level feeder line, capable of successful accomplishment with normal HCA/HPA training.

This programme has the following thought major:

MAYBE YOU'RE NOT SICK

MAYBE YOU'RE JUST SUPPRESSED

SEE US AND FIND OUT

The phrasing can be more elegant, the message remains the same.

Legally, this permits us to heal without engaging in healing as, in actual fact, we address no illnesses and indeed, deny people are ill-they are only suppressed. Sickness occurs, we say, where suppression has been too great.

The argument is-have you been sick? Did you go to doctors to be cured? Did they cure it? Then (as they didn't) maybe you're not sick, maybe you're just suppressed. So take some processing and find out.

And the person gets well! We use on him the exact button he came to us on. So he's never dismayed at any change of tack on our part- Then we interest him in clearing.

This, I am sure, is the long sought gradient. This, used right, will build our new buildings, use our Academy Graduates and give us a chance to train up auditors to clearing.

Therefore, I recommend you get versions of this on cards for students and staff to hand out, retail or public literature handouts, and even get ads as we can in papers and street bus ads. Many promotion ideas leap to mind on this.

The legal argument is simple, we don't believe in sickness! we do not address illness, we do not diagnose, we believe that freeing the human spirit also incidentally *prevents* sickness. We are doing prevention. We also find people do not have to be crazy to be suppressed, that nearly everybody is suppressed. We do send acutely ill people to doctors. We advertise to cure no diseases! That last is important legally. We only infer that people who think they are sick are really not, but only suppressed.

Technically we train up our staffs to handle, in addition to other skills, this new Problems Intensive and we use it in the HGC at all times except when we are actually clearing-and we use CCHs only to prepare to deliver a Problems Intensive.

The Problems Intensive can be many Intensives.

This I recommend. Don't downgrade it. It's a suddenly emerged major tool.

We have at this writing these valid processes:

- CCHs - HCA/HPA
- The New Problems Intensive - HCA/HPA
- Goals Listing - HCA/HPA
- Goals Finding - Sthil Grads
- Item Listing - HCA/HPA

So let's use our reserves of good HCA's and HPA's and wipe out illness while waiting for enough auditors to clear them all.

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L. RON HUBBARD

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HCO POLICY LETTER OF 12 SEPTEMBER AD 12
Issue III

CenOCon

AUTHORIZED PROCESSES

Only the following processes are authorized for use on Staff Members and on HGC Preclears:

Assists. Problems Intensives (Modem Version). Ordinary 3GA. 3GA by Dynamic Assessment.

No other processes are to be used on Staff or HGC Preclears.

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HCO POLICY LETTER OF 27 SEPTEMBER 1962

Franchise CenOCon

VALID PROCESSES

(Changes all earlier Issues)

The following processes should be used by all Scientologists.

- Class 1: Assists.
- Class 1: CCHs, Op Pro by Dup and SCS.
- Class 1: ARC Straight Wire.
- Class II: Problems Intensives (Modern).
- Class 11: Prepchecking Auditing, goals, etc.
- Class II: Goals Listing.

Class III: 3GA Ordinary.

- Class IV: 3GA by Dynamic Assessment.
- Class II: Items Listing.

Classes 11, 111 and IV: Tiger and Big Tiger Drills on goals, items, lines, single words, names, persons.

All except Assists, CCHs, Op Pro by Dup and SCS are done in Model Session.

If a process is not mentioned above, do not use it.

NOTE: Any of the above Processes, except 3GA ordinary goals finding and 3GA Dynamic Assessment may be done in Co-audits under direct supervision of classed auditors.

For the greatest gain achievable by an auditor in his class, use the above. An auditor attempting processes above his class will have failures and spoiled cases.

Use of processes above Classification can result in cancellation of certificates.

We can clear Earth. Why spoil cases in the process?

L. RON HUBBARD

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HUBBARD COMMUNICATION
Saint Hill Manor, East Grinstea

HCO POLICY LETTER OF 8 OCT

CenOCon
Sthil Students
Registrars
Ds of P
Saint Hill Grads
HCO Secs
Assn & Org Sees

IMPORTANT
HGC CLEARING

The plan of HGC Clearing is simple and direct but unless it is scrupulously followed, it will cause upset and dissatisfaction.

If a Central Org is not clearing the public, the public will be upset with it. This is the simple matter of the penalty of not-auditing.

You can make lots of Clears on the staff or in special cases but if you do not do routine clearing in an HGC you will continue to have trouble.

As only recent Saint Hill Graduates are qualified to find goals-in actual fact, they are the only ones who safely can-the backbone of an HGC is a Saint Hill Graduate.

No Saint Hill graduates can be D of P or D of T at this time, and may be Technical Directors or Association or Organization Secretaries only with my specific permission. This will hold true until the scarcity is solved.

The primary appointment of a Saint Hill Graduate in an Organization is "Goal Finde?" in the HGC. When enough exist in an organization to fill the bare needs of the HGC, then a Saint Hill Graduate will be appointed Staff Staff Auditor as per Staff Clearing Programme HCO Policy Letter of September 10, 1962.

The HGC system is therefore as follows:

HPA or HCA Staff Auditors do the following:

1. Handle any CCH case.
2. Give Problems Intensives.
3. Give the "In Auditing" and "On GoaW" and past goals Goals Prepcheck (TV Demo tape 3 October 1962 and other lectures of the Saint Hill Special Briefing Course). This includes all old goals that were found or went out hard.
4. Do the required 850 goals list.
5. List goals to clear.

At this point, unless the goal was found in (3) above [not (4) above], tile HPA/HCA staff auditor turns the pc over to the Goal Finder. This can happen at any time that the Goal Finder has time available.

Once the pc is turned over to the Goal Finder he or she receives no further auditing from other staff auditors, only the Goal Finder. The Goal Finder takes the new pc the moment the last pc's goal was found.

There is no extra charge for the Goal Finder's Auditing and the auditing time of a Saint Hill Graduate may not be sold as such by an HGC. The Goal Finder's Units may be high. The Goal Finder may not take private pes on his or her own. There may be no part time HGC Goal Finders. Any Sthil Graduates willing to work part time to help the organization should be assigned to the Staff training Programme or the Academy to heighten the level of technology. An exception is the Auditing of Staff members,

particularly the Organization or Association Secretary. Part Time Saint Hill Graduates may not be used in the HGC.

FEES

A Central Organization or City Office does not sell auditing hours by the hour ever. It sells (1) Clearing (2) De-Suppression (3) Longevity. It sells these by Intensives as always. It cannot sell "Ten Hours from a Saint Hill Graduate" or charge fees "for special auditing by a Saint Hill Graduate".

Goals finding by an HGC is only undertaken as a part of the clearing assembly line. One cannot come into an HGC just to have a goal found or checked and get other auditing elsewhere. The practice would be very pernicious and result in few clears and many wrecked cases.

A Saint Hill Graduate's Auditing time is available in the HGC only if the pc signs the Clearing Contract ("We take Full Responsibility for Clearing you"). Then the person who signed the contract is put on the assembly line for clearing. This policy is not to be varied in any way.

Casual pes coming in for intensives who do not sign the Clearing Contract must sign up for Intensives as always.

All former "Estimate of number of hours" procedures are now abandoned due to effectiveness of pulling missed W/Hs and a modern Problems Intensive.

A pc signing up for health reasons is just given a routine Missed W/H check and a Problems Intensive. The same is done for Geriatric Cases (longevity of life).

So a pc signs up in the HGC either for Clearing and is put on the Assembly Line, or for Intensives and is given Missed Withholds and a Problems Intensive by an HPA/HCA and is made satisfied by good technical application in either case.

Single hours of auditing may not be sold by a Central Organization, City Office or District Office "to see how it goes". It's Intensives or nothing.

CLEARING ASSEMBLY LINE

Clearing is sold by Intensives, purchased when auditing is available. A careful log of time is kept. This is TIME IN THE HGC, not time for this or that.

The pc buys one or more intensives and is handed over to the D of P.

The D of P thereafter tells the pc what the pc gets and assigns the pc as necessary.

The line is regulated by the number of Goal Finders and the goal finder time available.

Care is taken not to waste the pc's time. Depending on state of case and lack of Goal Finder time available, the pc has the following, some of it or all of it, done.

1. Missed withholds and hav process found.
2. Problems Intensive.
3. (For a long-time pc, Diancticist or Scientologist.) One or more Intensives cleaning up "In Auditing" and "In Self Auditing", Prepchecks.
4. Do an 850 goals list.
5. (For pes who have had former goals found, wrongly or otherwise.) Prepcheck on the goal or goals, each one chronologically cared for (1st one taken up first, etc.)
6. (For pes who have been listed on goals or wrong goals and not to clear.) Prepcheck on the Auditing of goals, listing, etc.
7. Tiger Drill on every button (on suppress has anything been suppressed, etc).
8. Straighten up pc's HGC time with a Prepcheck.

All the above are HPA/HCA actions. They are not done by the Goal Finder. If they have to be done, the Goal Finder turns the pc back to HPA/HCA's.

The moment a Goal Finder has completed finding and checking a goal or finding one which must wait for checking by another Goal Finder, the goal finder grabs another pc out of the HGC or has one called in. No Goal Finder time is wasted. This may become the source of much sweat and urgency by HGC Admin, but Goal Finder time must be salvaged by grabbing up pcs for him or her.

The Goal Finder uses current methods to find the goal and check it out.

The moment that action is done the pc is returned to an HPA/HCA for a prepcheck on the goal and listing it.

The Goal Finder must review the lines and personally see the goal fire before permitting it to be listed and must see the pc's folder routinely to make sure it is going well.

All further Prepchecking and listing is done by HPA/HCA's.

The freeness of needle is checked by the D of P.

The goal is fully Tiger Drilled and Prepchecked after the needle goes free on all lilies.

This is the Assembly Line for Clearing. The Goal Finder is on no other line, does no other auditing. The only way the pc can be on this line is by signing a clearing contract.

AUDITOR'S REPORTS

All auditor's reports are reviewed by the Auditing Supervisor and in them such comments must be made as to guide the judgment of the auditor or remedy his or her misconceptions about auditing.

Auditor's reports are written in Session not afterwards from a notebook. They must be placed in the Auditing Supervisor's basket 15 minutes after the session's end. The report is always carried in the pc's folder and is not handled separately.

SUMMARY

We are making auditors. We normally make good ones. While Theory and Practical are the backbone of the course, only in demonstrated good auditing can we be sure of our auditors.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 OCTOBER 1962

CenOCon

AUDITING HOURS LIMITED

A Goal Finder in the HGC may audit no more than SY2 routine auditing hours per day and 2 hours of check-outs or supervision. The Goal Finder's routine auditing period should start later in the day than an HPA's, to permit supervision of listing sessions, check-outs, etc.

An HPA/HCA in an HGC is limited to 37 1/2 auditing hours per week when also doing a 12 1/2 hour week end pc, and to 25 hours per week when not doing a week end pc. This time may be extended by the D of P only to make the staff auditor clean up missed withholds or out rudiments left on the pc.

These limits of auditing hours may not be extended even for extra pay.

The above applies only to HGC auditing and does not include staff clearing or personal auditing of family.

PRIVATE PCS

No auditing for pay may now be undertaken by a staff member on a private basis or, after the staff member leaves the Org, on students or pcs within two years after the student or pc leaves the Academy or WC, on penalty of loss of certificates. Note that this states staff *member* not just an HGC auditor. The 8 hour rule is thereby cancelled. If a staff member is given money for this it is to be paid in full into the organization so that all may benefit.

The No Private Pcs for Staff Members we will call the "Johannesburg Rule".

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HCO POLICY LETTER OF 15 JANUARY AD 13

Central Orgs
All HGCs

ROUTINE 2-12

When the six lectures of January 8, January 10 and January 15, AD13, are in your hands and understood by staff auditors, the See EDs banning Routine 2-12 on HGC pes are at end.

These lectures alter to some extent the original format of Routines 2-10 and 2-12 by removing arbitrary assessment lists and using only lists completed by the pc.

All case repair data is also contained in these lectures.

They also give methods of avoiding endless lists, dead horses and skunks.

HCO Bs will eventually condense all this material. However various emergencies have inhibited the condensation and correction of the data except in lecture form.

The above mentioned lectures take priority over and correct all earlier bulletins and lectures, as they contain two months' experience in observing errors being made in application by auditors, needful Indicators and correction of points that were giving trouble.

Routine 2 is being in general very successful and has been getting better case gains than any earlier process.

However, Routine 2 is complicated and exact and can worsen cases where applied without complete knowledge. It is urgent that Objective One be completed and that auditors who have no R2-12 seal have this pointed out to them.

Squirrel versions should be mercilessly stamped on, as they cannot compete with the thousands of hours of case experience which has gone into creating Routine 2, and can bring disrepute to Scientology.

Accurate R2 repairs inaccurate R2 and is the only process that will repair it.

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HCO POLICY LETTER OF 21 FEBRUARY AD 13

CenOCon

URGENT-GOALSCHECK

Issue as Secretarial Executive Director:

All Goals and Reliable Items found on students staff or HGC pcs must be checked out and seen to rocket read by a qualified executive or staff Class IV before being run.

Only Routine 3M is permitted as a clearing procedure and exactly as given in bulletins and tapes.

All clears must be checked out by a qualified executive before being pronounced clear by the Organization or reported to me as such.

No auditor may be permitted to audit staff members or HGC pes or students who is not a regular staff member.

No auditor may use Routine three unless qualified by the Staff Training Officer of the Academy.

No auditors not staff members may frequent the premises of the Organization for the purposes of obtaining private preclears.

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HCO POLICY LETTER OF 11 APRIL 1963

CenOCon

GOALS FINDING AND GOAL FINDERS

Since finding a right goal has become a matter of routine with recent improved techniques, and a wrong goal found can be quickly detected before serious damage is done to a case, any previous policies which granted a bonus for finding a right goal, or which stipulated a penalty for finding a wrong goal, are cancelled herewith.

The title of "Goal Finder" is changed herewith to "A Clearing Consultant".

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HCO POLICY LETTER OF 13 APRIL AD 13

CenOCon Franchise

POLICY OF HGCs

Due to the workability of current technology, the following policy is laid down for all Hubbard Guidance Centres throughout the world.

HGCs MAY ONLY CLEAR

HGCs WILL ENDEAVOUR TO CLEAR HGC PRECLEARS. NO OTHER DIRECTION OF PROCESSING WILL BE UNDERTAKEN. ONLY PROCESSES DIRECTLY CONTRIBUTING TO CLEARING THE HGC PC WILL BE USED IN AN HGC.

This should be well disseminated as a policy and should be posted in the registrar's office and on the public bulletin board.

The processes envisioned are:

- 1 . Preparatory processes to get the pc into session;
2. Prepchecking to obtain the pc's goal;
3. Obtaining a pc's goal;
4. Clearing a GPM;
5. Completing a GPM;
6. Obtaining new goals;
7. Clearing the new GPMs;
8. Completing the GPMs.

Secure and workable technology now exists to accomplish each one of the above.

HGC Auditors must become expert at this technology and be well supervised in its execution.

Any and all earlier Auditing any HGC pc has had is now contributive to clearing, giving many Items on which goals can be found and smoothing the way.

No registrar may promise or sell any particular technique. This is entirely at the discretion of the HGC.

The prospective preclear must be warned as follows:

"Clearing is not easy to do and it is not easy on the preclear. We must be sure that you realize this before we undertake your clearing."

Any and all requests for "healing treatment" must be refused. It should be made very plain that HGCs only Clear,

Clearing has been described in various literatures and the prospective preclear should be referred to these or told what clearing is.

The earliest Earth hopes for clearing were uttered about ten thousand years ago. For the first time we are able to accomplish this for all cases on whom a goal may be found.

All clearing is conditional to finding the pc's basic purpose. The difficulties of this should not be minimized.

I-RHAr.rd

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HCO POLICY LETTER OF 18 MARCH 1964

CenOCon

HGC ALLOWED PROCESSES

(Cancels previous issues on same subject)

Effective immediately, the following processes are allowed in the HGC on any preclear, on the judgment of the Case Supervisor.

For psychosomatics: ARC '63.

For clearing: Recall a Terminal and Problems Intensive, alternated with R-2H.

8-C and any older processes the auditor has confidence in are allowed.

Study and use the materials of the last six tapes of the Saint Hill Briefing Course, but do not run or list any Goals or Items on any preclear.

Refresh the Case Supervisor on ARC Break assessments and have ARC Breaks handled by the Case Supervisor. Clean up all the ARC Breaks in the area.

Train your auditing staff on the above and on the new "Auditing by Lists" process, when issued.

Campaign to the public: "Clean up your ARC Breaks with life."

The above, with clarifications, will remain standard HGC fare for years, as it contains the cream of all processes for the last fourteen years, and actual clearing.

Avoid advertising Itsa. Relegate it to Co-audits. Avoid R-2-12, R-3 and R-4 type processes. Advertise and deliver clearing as above.

Flatten, flatten all processes begun in the HGC.

Preclear Log Books will conform to this rundown.

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Remimeo
RAP Hats
Tech Hats
Qual Hats

HCO POLICY LETTER OF 21 AUGUST 1964
Reissued on 7 June 1967

STAFF AUDITORS

All auditors working in an HGC in any Central Organization or City Office must be full time staff members in the Day Org or full time in the Evening and/or Weekend Foundation.

No auditor may be "on call" or "part time" in a Central Org or City Office HGC. An auditor is either a staff auditor, working full time on units, or he may not audit for the organization.

There will be no exceptions to this policy permitted.

Three organizations have at one time or another nearly gone extinct because they employed outside auditors on an occasional or "consultant" basis. They keep several auditors "on call" and when they have a pc for them call them in. This measure is only an effort to preserve units. It is foolish as it eventually destroys units.

At least three great evils result from "the consultant policy".

1. There is no way of setting up a staff training programme or a staff auditing programme that includes such people.
2. Technical result suffers because the pc is not really given an HGC auditor but someone who is not under direct control of the D of P.
3. HGC pcs often wander off from the HGC and turn up later in somebody's practice-even though the org investment in procuring that pc was great.

There are other lesser reasons. But there is no point in detailing them.

Outside (non-staff) auditors have often been of great assistance to orgs and it is regretted if this seems critical of them. Other outside auditors, however, have not been.

The FIRST REASON AND LAST REASON FOR THE EXISTENCE OF A CENTRAL ORG OR CITY OFFICE IS TO HOLD UP THE TECHNICAL STANDARD OF AN AREA.

That is POLICY ONE in every Central Org and City Office. I would never have established them except that it became obvious that they were the only way to hold up and maintain the technical standard of Dianetics and Scientology.

I ran get data to them, supervise their auditing and training and act to correct technical abuses. I cannot do this in areas where there are no orgs that are in effect part of my office.

The moment an Org passes auditing and training to the field, the field is holding the standard and I can no longer directly maintain a high technical standard in that area.

The final test is the actual experience. In an area where an org uses the field on a casual labour basis to do its technical, I very soon begin to receive nothing but entheta on my Standing Order j~ I lines (public comm lines). The theta comms vanish. There's nothing but natter. So I look and I find every time that the org responsible for that area has ceased to deliver tech service through staff members, but is using a "consultant" plan.

This "consultant plan" seems sound to orgs. In weeks when there are no pcs they don't have to pay the auditors. Sounds good.

But it is in violation of Org Policy Number One. The org is only there to hold a standard. When it passes that to the field, it isn't there at all. And sure enough it rapidly starts to go broke.

There is another aspect to this. How about the field auditor who depends on "an occasional pc in the HGC". It sounds good to be able to do his own too. But actually he is often merely being denied his rightful job as a staff auditor.

So there will be no more of this "consultant auditor" idea.

Hire only full time Auditors. And hire in high ratio to the number of admin staff.

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L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 28 SEPTEMBER 1964

BPI
Remimeo

CLAY TABLE USE

Clay Table auditing is for use by Central Organizations, City Offices and field auditors who have received training in it.

Clay Table is for Levels III and IV. Clay Table Healing is Level III and Clay Table Clearing is Level IV where the auditor is also trained to handle ARC breaks.

Central Orgs are to use only on HGC pes or in the staff co-audit but may permit use by an auditor only where that auditor has been fully checked out on its HCO Bulletins and is supervised.

Clay Table public use or use on public co-audits Or HAS courses will bring about casualties.

These Clay Table processes are extremely powerful and therefore very restimulative. To give lectures on them to uninformed persons may have repercussions in their cases.

Clay Table is also deceptively simple. It appears so easy to read about that one is likely to miss. It's simple but only if you consider driving between two ravines at a hundred miles an hour is simple.

It looks easy until you run off the road by failing to locate the steering wheel before you drive.

A Central Organization may teach Classification Courses at Level III for Clay Table Healing as soon as it has Instructors trained in it at Saint Hill. It may teach Classification Courses at Level IV in Clay Table Clearing to students who took the Class III course.

Staffs may be trained and checked out in Clay Table work but preferably by Saint Hill graduates.

There is no penalty attached to misusing Clay Table work except the penalty of coping then with a messed up process and messed up pcs.

Used right Clay Table is the fastest thing we ever had. But Clay Table Auditing isn't just fooling about with Clay. It's simple, powerful technology and requires expert usage to produce results and protect pcs.

L. RON HUBBARD

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Gen Non Rennmeo

Qual Div HATS

Tech Div HATS

Registrar HATS

ACCTS HATS

HCO POLICY LETTER OF 23 MAY 1965

Issue II

REBATES

No rebate may be given any preclear for any reason on his or her processing.

Some cases are more difficult than others and give auditors more trouble.

A case can be sufficiently enturbulative that an auditor can be diverted from his task and commit minor errors resulting in an apparent loss of time.

The more resistive case also causes a D of P to fumble on occasion.

The auditors and case supervisors try their best and do the best possible under the circumstances.

To claim a pc "lost time" in auditing because of an error in choosing processes or having to reflatten one, is highly fallacious.

The usual pc does not lose such time under the same auditors and D of Ps.

We do our job as best we possibly can and when we know more we do more.

We are already the only agency anywhere that can increase IQ and resolve human problems.

We handle a living thing-life.

We do our best.

Sometimes a pc throws us a curve with a rough case, bad between session behaviour, roughing up auditors and D of Ps. It is natural that goofs occur on such cases.

We retrain auditors who are routinely erring and we do all we can to ensure good case gains. We don't permit squirreling. Our Ethics are stronger than any other organization's.

Pes who claim "lost time" or ask for rebates of part of their auditing time for any reason except no auditing whatever (meaning no session of any kind, no auditor or pc in the room) should be turned over to Ethics. They are rough cases and tend to be suppressive.

We are selling hours of auditing and what that is is for us to judge.

Further, no auditor may rebate any part of a pc's fee personally or be made to rebate it, as to do so is to shatter any possibility of delivering auditing at all.

Auditing is already the cheapest form of treatment there is. It is cheaper without any argument in favour of time taken to get a result-that is bonus. Medicos, surgeon~, psychiatrists, psycho-analysts charge the Moon for nothing or even for damage. We are not in their line of business. But fees can be compared. It is nothing for a psycho-analyst to charge £9,000 for a course of treatment! A US surgeon thinks nothing of a \$5,000 bill. The Mayo Clinic doesn't think twice to send a bill for \$35,000 or more to the widow of their patient.

The government pays in some countries. And that too is high.

By rights our minimum fee for a 25 Hour Intensive should be £250 or in the US \$820. If we only processed, we would have to charge that. It takes several people to deliver real auditing to a preclear. The field auditor usually goes broke even on high fees. He just doesn't pay out the salary needed to give the pc proper service.

How much is a man's life worth to him? How much is it worth not to die at all? I'm afraid it has no price tag.

We are selling actual salvage from Death itself.

Rebate. How silly. The person was lucky we were around at all and took an interest. We don't have to do anything for anybody. Remember that. We can lose interest in certain people, too, you know.

No org has to accept anyone it doesn't want to for training or processing.

No Auditor has to accept a pc he doesn't honestly want to help.

No Supervisor has to train any student he doesn't want to train.

We sell pearls for pennies already.

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HCO POLICY LETTER OF 27 MAY 1965

Rcraimeo
Sthil CI V11 Course
Students
Sthil Staff
Ethics HATS
Star-Rated Check

Qual & Tech Divs
All HATS

HCO Div
All HA TS

PROCESSING

Since 1950 we have had an iron bound rule that we didn't leave pes in trouble just to end a session.

For fifteen years we have always continued a session that found the pc in trouble and I myself have audited a pe for nine *additional hours*, all night long in fact, just to get the pc through.

Newer auditors, not trained in the stern school of running engrams, must learn this all over again.

It doesn't matter whether the auditor has had a policy on this or not-one would think that common decency would be enough as to leave a pc in the middle of a secondary or an engram and just coolly end the session is pretty cruel. Some do it because they are startled or afraid and "Rabbit" (run away by ending the session).

Auditors who end a process or change it when it has turned on a heavy somatic are likewise ignorant.

WHAT TURNS IT ON WILL TURN IT OFF.

This is the oldest rule in auditing.

Of course people get into secondaries and engrams, go through misernotion and heavy somatics. This happens because things are running *out*. To end off a process or a session because of the clock is to ignore the real purpose of auditing.

The oldest rules we have are

(a) GET THE PC THROUGH IT.

(b) WHAT TURNS IT ON WILL TURN IT OFF.

(c) THE WAY OUT IS THE WAY THROUGH.

These now are expressed as POLICY.

A falsified auditor's report is also subject to a Court of Ethics.

Any auditor violating this policy letter is liable to an immediate Court of Ethics convened within 24 hours of the offence or as soon as is urgently possible.

Auditing at all levels works *well* when it is done by the book.

The purpose of Ethics is to open the way for and get in Tech.

Then we can do our job.

THERE IS NO MODERN PROCESS THAT WILL NOT WORK WHEN EXACTLY APPLIED.

Therefore in the eyes of Ethics all auditing failures are Ethics failures-PTS, Suppressive Persons as pes, or non-compliance with tech for auditors.

And the first offence an auditor can commit is ceasing to audit when he is most needed by his pc.

Hence it is the first most important consideration of Ethics to prevent such occurrences.

Then we'll make happy pcs, Releases and Clears.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 JUNE 1965

ALL HGCs
ALL CASE CRACKING UNITS

Rernimeo
Staff Auditor Hats
Interne Hats
Class VII Internes

FOLDERS, MARKING OF

No staff auditor or Interne may proceed with the next session on any case unless the folder of the last consecutive auditing period has been marked by the Case Supervisor or Director of Processing or the person in normal charge of all cases.

Where two sessions occur in one day, these count as one session and need only one summary report by the auditor for marking purposes.

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HCO POLICY LETTER OF 6 JULY 1965

Rernimeo

RELEASES

When any pc signed up and being audited on any 25 hour intensive reaches the state of First Stage Release, the processing is immediately ended (with a gentle That's It). The intensive is not completed. However, as the goal of the processing has been achieved, the money of the balance of the intensive is not refundable.

However, in celebration of the person having reached the State of Release, the org may credit the person with that amount (of the unused balance of the intensive) toward training. If no training is going to be undertaken by the person, then, of course, there is no crediting. Training should be heavily encouraged since that is the route to CI VI and Clear and it is not envisioned that there will not be plans on the part of the person for training.

The fact that, in the case of Releasing the person before the completion of the 25 hours, the money will not be refunded, due to the goal of the processing having been achieved, should be added to the HGC Contract.

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Rernimeo

Class V11 Auditors

Class VII Internes

Tech Execs

HGC Auditors

Review Auditors

Qual Execs

HCO POLICY LETTER OF 12 JULY 1965

RELEASE POLICIES

STARTING THE PC

Due to the vast number of Former Releases and the way the cheek cuts can hold up case, **NO PC WHO HAS BEEN AUDITED BEFORE MAY BE ACCEPTED FOR PROCESSING (LOWER GRADE OR POWER) WHO HAS NOT BEEN CHECKED OUT FOR FORMER RELEASE.**

These check outs are done in Review by a Review Auditor. They consist of doing well the Pol Ltr Form 26 June 1965.

The pc is then shifted to the HGC for a complete rehabilitation as per HCO B 30 June 1965.

The HGC auditor must be good on a meter and know a clear condition on a meter (floating needle) when he sees one. The meter TA should be anywhere between 2 and 3 for either sex.

The HGC auditor is to get the meter to clear condition and then must end off as per new Model Session at once and send the pc to Qual to be Declared a 1st Stage Release or 1st Stage Released OT.

Great care must be taken by Qual personnel or the Examiner not to fool about with the pc's folder or Review cheek cuts on a Declare as such can key the Release back in again and ARC Break the pc by Invalidation.

The pc may only be audited further on Power Processes but the pc may be trained and may audit others. Also ARC Breaks, PTPs and withholds may be done on Former Releases but not by repetitive processes.

GRADE PROCESSING

For the purpose of re-establishing Former Releases earlier policy is modified, permitting the pc to buy a minimum of 5 hours of processing which includes the price of the Review, the time of the Review being deducted from the 5 hours.

If the pc is raw meat, never before audited, the above formality of Review is dispensed with by the Registrar in registering them and the rules concerning intensives apply.

If the person is not found to have been &Former Release by Review, whatever is found is handled by the HGC auditor in completing the 5 hours.

POWER PROCESSING

All the above except the 5 hour limit applies to Power Processing.,

The person is first checked out by Review, then sent to the HGC and rehabilitation of any Former Release is declared when rehabilitated.

The preclear is then returned to the HGC with as small a loss of scheduled auditing time as possible and is entered into Power Processing.

The auditing continues until the preclear is a Second Stage Release or Second Stage Released OT.

ACTIONS TAKEN

RAW MEAT

Registrar establishes that the person has never been audited before and signs the person up accordingly.

Person goes straight to HGC and is audited to Release.

The moment the auditor sees a Floating needle and a TA between 2 and 3, the auditor stops the session and sends the pc to the Examiner to Declare.

If the pc looks good and feels okay the Examiner sends through to Certs and Awards for Release award.

Any rebate from any intensive bought is credited to training for the pc.

The above actions are covered in more detail in Body Routing Forms.

FORMERLY AUDITED PC

The Registrar, if the pe is asking for Former Release check (the Registrar must not push it or bring it up but should try to sell a 25 hour intensive), signs the person up for a 5 hour intensive (if the person does not sign up for 25 hours).

The preclear is routed to Review for a Form 26 June 65.

The preclear is then routed to the HGC to complete the time signed up in rehabilitation of Former Release.

If the person was not found by Review to have been a Former Release, the HGC auditor starts the grade applicable to the pc-Level Zero in pcs who have not had it completed on them.

Every effort must be made to sign the non-Former Release up for more processing if not yet Released in the HGC.

Body Routing Forms will be issued to cover these routes.

FREE PASS

If the pc presents a letter from me for a Former Release check, the check only is given in Review.

The person is not entitled to rehabilitation of the state in Review or to HGC auditing by reason of a Free Pass.

If Former Release is found, the person is routed at once to the Registrar for a sign up for 5 hours to get the state rehabilitated, the TA down and needle floating.

The person may only be *declared* a Former Release by Certs and Awards if the rehabilitation work is done.

There is no declaration of Release on a Free Pass to Review. The Free Pass does not include it.

Any amount left to the nearest whole hour is applied to training.

If the needle floats during the Review free check out, the person is routed to the Registrar for a 5 hour rehabilitation intensive and when the rehabilitation is done every effort is made by the Registrar to sell training-the only thing that will take the person to Clear. If the person is an HCA and wants no more local training the Registrar may select the person to Saint Hill as per the Field Staff Member Programme, the org; being credited with the 10%.

SUMMARY

The Review auditor does the Form 26 June 65 only.

The preclear is rehabilitated in the HGC.

Free passes to Review checks open the door to a 5 hour rehabilitation intensive that is then sold.

Reattainment of Release opens the door to selling training at once.

Raw meat is sold 25 hour intensives.

Examiners do not key in Releases by heavy handed examinations. They look for good indicators. If these are present the rehabilitated Former Release is passed through to Certs and Awards. If the person does not think he or she is released, or bad indicators are in plain view, the Examiner routes to Review.

In Power Processing all formerly audited people are begun by a Review Check. Its cost is included in their intensives. On all persons found to be Former Releases the first few hours of Power Processing are spent rehabilitating the state of Ist Stage Release. The person is then sent by the auditor for Declare? First Stage Release. Then Power Processing is begun.

In Power Processing Raw Meat, pcs are just entered into Power Processing without Review but with a pc Information Form done.

The pc Information sheet is also done on pes returned from Review as Former Releases.

Note: No testing is done now on any of these lines, being abolished.

This Pol Ltr supersedes or modifies any policy or SEC ED in conflict with it. The above are the correct actions.

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HCO POLICY LETTER OF 19 JULY 1965

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Qual Div
Org Div
Tech Div

**RELEASE CHECKS,
PROCEDURE FOR**
(Modifies any earlier policy where in conflict)

For ANY Release check, free or otherwise the following procedure only is followed. There may be no deviations.

RECEPTION

Pc asks reception for Former Release check.

REGISTRAR

Reception sends person to Registrar. Whether pc presents free letter or not, Registrar says, "You may have the check out itself in the Qualifications Division without charge. However, you will also want the state returned to you if it is found and that is done in the HGC. You can buy a 5 hour intensive in the HGC to get it done." Signs up pc as usual for Rehabilitation Intensive at rates pc is entitled to (student, professional, public).

If person says "maybe they won't find it", Registrar says, "Then you'll have five hours of auditing to get closer to it." And signs up.

CASHIER

Cashier accepts payment. Gives pc Invoice. Sends pc to Dept 10.

TECH SERVICE

Tech Service checks pc into HGC and routes pc to Interview-Invoice Officer of Qual Div.

QUAL DIV

Interview-Invoice Qual Div makes No Charge Invoice. Sends pc to Review auditor direct.

REVIEW AUDITOR

The Review Auditor puts pc on meter (no Itsa from pc, please) and checks "Former Release" "Former Thetan Exterior" "Sudden Resurgence in auditing or afterwards". Notes reads. Sends pc to Interview-Invoice to get out of Qual.

Note that THE REVIEW AUDITOR DOES NOT DO FORM 26 JUNE 65 OR ENCOURAGE PC TO ITSA.

This Review check takes under 5 minutes. There is NO attempt to restore the pc's state of Release.

Only the note saying pc was or wasn't found reading on Former Release is made or done.

The total allowed time in Qual is fifteen minutes. If Qual can't get person invoiced, Reviewed and out in 15 minutes it isn't functioning at all as a Division.

TECH SERVICE

Interview-Invoice of Qual routes pc to Tech Service.

HGC Adinin assigns an auditor and gets pc to session as soon as possible.

AUDITING IN HGC

The Auditor takes Qual note and whether it says pc was or wasn't a Release, does fully the following:

1 . Does the full *Assessment* Form of 26 June 65 designed for Review (and being redesigned for HGC by changing captions).

This form is an assessment form. In HGC it is used as Auditing by List. But if there is any read on ARC Break in Sessions, the Auditor does List 1, Session ARC Breaks, as Auditing by List, cleaning each one he finds BUT NOT CLEANING LATENTS OR CLEANS.

The Auditor completes the Form 26 June 65 and handles anything on it.

The Former Release question on Form 26 June 65 may prevent the Auditor from going on as this is where pc's interest lies.

If pc very interested in this and it reads, the Auditor promptly shifts to

2. HCO B 30 June 65 and rehabilitates any and all former release moments found.

3. The Auditor's object is to obtain a floating needle. The moment this is attained ANYWHERE IN THIS INTENSIVE the Auditor gives a soft "That's W' and that's it.

4. The Auditor writes a chit to Qual, giving pc's name and "Declare?"

5. Auditor routes pc to Tech Service.

TECH SERVICE

Tech Service routes the pc promptly to Qual with the folder (in the hands of a Tech page).

QUAL

Interview-Invoice Qual checks pc in and routes to Examiner.

EXAMINER

Examiner looks at pc, notes note in folder from Auditor. If good indicators in on pc, Examiner sends to Certs and Awards.

However if pc says he is not now a Release, examiner examines the pc's Form 26 June and routes to Ethics if SP or PTS indicated, to Review if pc needs smoothing out,

REVIEW

If Review has to smooth out, Review does so at charge. This charge can be deducted from any remaining time pc had. If no time remained pc must pay. Review does Form 26 June 1965 carefully.

EXAMINER

Examiner sends pc back to Tech Service if pc doesn't believe he was Released.

TECH SERVICE

Tech Service routes to Registrar who sells pe more auditing.

ETHICS

If Examiner sent pc to Ethics, Ethics examines for SP or PTS and handles accordingly.

HGC

If HGC gets the pc again, it is up to the Case Supervisor.

CERTS AND AWARDS

If the pc (as will be usual) has good indicators in, whether just in from HGC or just back from second Review, the Examiners whisk the pc to Certs and Awards.

Certs and Awards writes a Declared Ist Stage Release or Ist Stage Released OT, writes the certificate letter, logs it and calls HCO.

HCO COURIER

An HCO Courier conies down from HCO to Certs and Awards.

Certs and Awards gives the Courier the papers and pin and the pc's folder which it got from the Examiner.

If the pc is not paid up, the Courier takes the pc to Cashier, to pay and leaves the pc.

The Courier then gets a signature and seal on the Declaration from authorized HCO, personnel at once and rushes the declaration, pin and folder to the Registrar (Dept 6).

The Courier has finished all required actions.

REGISTRAR

The Registrar at once accepts the paid invoice from the pc and hands over the Declaration and pin and congratulates the pc.

The Registrar then sells the person training as the only road to Clear.

PAID UP PC

The route of the Courier is varied for a paid up pc. The Courier drops the person off in the Registrar waiting area, gets the signature and seal and pops back with them.

If you don't have all these posts, if some are doubled, still the pc has to go through all these points.

Body Routing Forms will cover this route of PC to Release Rehabilitation.

You can go broke if you don't follow it. These lines must flow and fast.

by L. Ron Hubbard
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576

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 NOVEMBER 1965

Remimeo Students SH & Academies All Auditors

AUDITING REPORTS

An auditing report is the report of *a session given*, written during the session, on the session.

It is not a copy of the report of a session given. Or a report drawn from notes taken on a session given.

Auditing reports and work sheets should be neat as possible under the circumstances of a session.

They *must* contain pertinent data of the session given, i.e. BDs noted TA and time notations etc. These should be entered on the worksheet *at the time they occur*.

Later entries done to clarify bad writing where one was rushed or where a shorthand was done that is not clear to the D of P or Examiner, should be indicated as a later entry by using a different colored pen etc.

A made up report, or one done later to obtain neatness or completeness by an auditor who failed to keep a good session report *at the time Of the session*, will be disqualified as evidence of auditor ability when presented to the examiner and chitted by the D of P when turned in by an HGC auditor.

The whole idea of requiring an auditor report of a session is to have a record *Of* the *session* for the D of P or Examiner, upon which to adjudicate what is going on with a PC. And a report done later is NOT a report of the session given.

The Summary Report, done after the session should be a 15 minute or so summary and should be done immediately after the session, not a day later, and should be done as per policy on summary reports. A Summary cannot be substituted for the actual auditing report.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 DECEMBER 1965

Gen Non-Rernimeo

PTS AUDITING AND ROUTING

A PTS CANNOT BE AUDITED OR TRAINED UNTIL THE PTS SITUATION IS HANDLED.

The handling of PTS cases will remain with Ethics. Ethics may do a casual location of SPs or may order a Stabilization Intensive in the HGC. (See below.)

SEARCH AND DISCOVERY

In cases where a handle or disconnect does not resolve the PTS situation, or in auditing a preclear to maintain stability of Release Levels, the action follows Search and Discovery technology.

This will be called a Stabilization Intensive and may be ordered by Ethics in severe cases or may be sold by the Registrar. This intensive may be sold only as a five hour package, continued in 5 hour minimum amounts, delivered by the HGC as a special action and sold for \$100.00 or its Sterling equivalent. It will be done in the HGC, and may not be done as part of Power Processing.

A Stabilization Intensive may not be concluded, whether bought casually to assist reaching more Release Grades faster or ordered by Ethics without the Ethics Officer passing upon the Suppressive Person or Group located as being correct.

If Ethics declares the Suppressive Person or Group is incorrect, the preclear must be sent to Review, not back to the HGC, and a more basic (earlier) Suppressive or Group found, with Ethics passing on the final result.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 OCTOBER AD 16

Gen Non
Remirneo
Applies to
Saint Hill

SH STAFF AUDITOR'S PURPOSE

TO HELP RON AUDIT SAINT HILL
PRECLEARS PRECISELY TO RELEASE GRADES

SH Staff Auditor's Code

1. Follow the Auditor's Code.
2. Don't commit the 5 GAES.
3. Give no late or premature acks or encouragements.
4. Deliver crisp auditing commands.
5. Use precise, swift auditing command duplication.
6. Precisely start and stop sessions.
7. Take no breaks.
8. Use excellent auditor deportment, very model.
9. Keep the battery of your E-Meter charged and check it before each session.
10. Be totally honest with TA.
11. Precisely keep your Auditor Report Form.
12. Write legibly.
13. Report *everything* that happens in a session.
14. Use only Saint Hill Model Session.
15. Use only Saint Hill auditing style.
16. Get enough sleep before an auditing day.
17. Eat well and don't audit when hungry.
18. Dress well (remember we issue clothes).
19. Refuse to audit a pc you detest or dislike.
20. Never blow a session.
21. Keep calm and neverblow up ata pc.
22. Never audit a process beyond a floating needle.

23. Follow auditing instructions exactly without any worry about consequences.
24. Never apologize for having to carry out auditing instructions.
25. Never sympathize, never agree or disagree with the "bad treatment" a student or pc has received to the student or pc.
26. Don't Q and A.
27. Make certain pc is on time for session.
29. Do not audit a pc who has not slept.
29. Do not audit a pc who has not eaten.
30. Do not audit a pc who is acutely ill.
- 3 1. Do not enturbulate students by detailing to them higher level processes, thus making them unhappy with what they are doing and achieving.

32. Do not overwhelm students and other pcs with your ability or position-do what I do and just be pleasant to them.
33. Don't try to run a Level V course in your lodgings, in cars or coffee shops.
34. Don't try to instruct students or the Course Supervisors will be unhappy with you.
35. Insist students hold to their own level and classification skills in their own auditing and not try to up-grade themselves by using your processes.
36. Don't audit Power Processes or assists outside your auditing room or on East Grinstead people-make them come to Saint Hill.
37. Be a credit to Scientology and Saint Hill.
38. Obtain results.

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L, RON HUBBARD
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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 17 APRIL 1970
Issue 11

Remimeo
All Auditors
All Students
Level 0 Checksheet

AN AUDITOR AND "THE MIND'S PROTECTION"

No Auditor should audit with the fear that he will do some irreparable damage if he makes an error.

"Dianetics: The Modern Science of Mental Health" provides the answer to the question, "What happens if I make a mistake?"

The following extracts are from "Dianetics: The Modern Science of Mental Health", Book 3, Chapter 1, "The Mind's Protection":

"The mind is a self protecting mechanism. Short of the use of drugs as in narco-synthesis, shock, hypnotism or surgery, no mistake can be made by an Auditor which cannot be remedied either by himself or by another Auditor."

"Any case, no matter how serious, no matter how unskilled the auditor, is better opened than left closed."

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Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 5 MARCH 1971

Remimeo

CIS Series 25

THE FANTASTIC NEW HGC LINE

(A marvelous new CIS Auditor line has just
been piloted in for HGCs.)

In the new CIS line the Auditor, in his Admin time at the end of the day, or when he has no preclears, does Folder Error Summaries or Progress and Advance programs for his pcs and does the CIS form for the Tech CIS as well as adds the day's process and the length of the session and amount of Admin time on that folder to the inside front cover of the folder, with the process run and result.

If his programs and C/Ses are acceptable to the Tech CIS, the Auditor gets full Well Done Auditing Hour credit on his stat.

The Auditor logs his sessions for the day in the general HGC Auditor's log and his Admin time is also logged.

This Admin time is subtracted from the bought hours of the pe where auditing is sold by the hour. Where Auditors are so engaged and the new folder routing line is in use, this CIS form is used:
Full blank page.

PC's Name (Red) Date
Auditor's Name (Red) Class of Auditor required next sess.

(Session Grade) left blank

Auditor's comment (Red) or think about the case if he wishes.
The next CIS

I	Blue
2.	Blue
3.	Blue
4.	Blue

Auditor Signature (Red)

The Auditor does not grade his own session. He leaves this blank.

The correctly Admined folder is then given to Tech Services which routes it (usually with the Auditor's other folders for the day) to the CIS.

The CIS looks it over (it is HIS final responsibility for the case being run right).

The CIS looks to see if the Examiner form taken by the Examiner at session end F/Ned. If it did not he leaves the grade line blank as it is a no Grade session (see FIN and well done hours) as the Auditor gets no hour credit for the session. If the CIS and other admin is ok he writes OK with his initial in the session grade space. If no, ne of it is okay he leaves it blank and does the CIS form or programs completely new. In this last case he enters a subtract figure in his log for the auditing time for the week Against that Auditor's name.

If the Exam form F/Ned, but the Admin is not okay and the session actions were not okay the CIS writes "Well Done by Exam" on his own new CIS in its. proper place and ignores the form and subtracts the Admin time in his book to subtract the Admin from the Auditor's week's stat.

If the session was not okay with no FIN at Exams yet the Admin and next CIS are ok, the Auditor loses the session time in the CIS but gets the Admin time credited to his week's stat. The CIS subtracts the session time in his book, not the Admin time.

Of course, as we hope is usually the case, if the Auditor did the CIS, did a correct session, got an FIN at Exam and did the Admin and next CIS is correct, then the CIS

marks "Very well done" in the blank space for session grade with his initial. After inspection, this would be the sole action of the CIS regarding that folder.

By the CIS writing in the session grade (Very well done, well done, okay, flunk, to cramming) the Auditor is receiving acknowledgement for his work and is not just acking himself.

THE NEW LINE

The Ideal Folder-C/S line can shift the number of well done hours from a ceiling of 250-300 to 600-800 with one CIS. No matter how many Auditors an org has, older lines put a 250-300 top ceiling on the org's well done hours.

When hours could go above 600 due to the available Auditors, (20 or 30) a new parallel line has, to be manned by a new CIS, new D of P and another Examiner and more Tech Services personnel.

Despite how hard the CIS and anyone else in tech works, a line not so run will ceiling at about 250 hours, no matter how many Auditors are hired.

A CIS using the old lines can CIS for about 5 working Auditors only with the line running any old way. And even so will work himself half to death.

In trying to get pes handled, Auditors will be added. The CIS will not be able to handle his job. The line, being faulty, gets pegged at about 250 hours no matter how hard the CIS and Admin people work.

With the same CIS and Tech Services people, and a correct new line 24 to 30 Auditors will be kept busy at their 5 hours a day (given auditing rooms) and the stat will be able to rise to 600 to 800.

NEW SEQUENCE

1. Auditor picks up his pc folders and his pc schedule list at Tech Services at the start of his day from the LEAVING rack.
2. Tech Services (having a duplicate list) begins sending pcs to him (using Tech Pages).
3. The Auditor gives the session.
4. The Auditor leaves the folder in the Auditing room at session end and takes the pe to the Examiner.
5. The Examiner simply does the Exam form on a meter with no folder. He sends the Exam form (hand route) to Tech Services.
6. The Auditor returns at once to his auditing room and a Tech Page has a pc there waiting for him.
7. Having done all his pcs for the day, the Auditor carries his folders to the Auditor Admin Room. Tech Services has placed the Exam forms in the Auditor Admin Room and sees they get into the Auditor's basket *and* the folder.
9. The Auditor does the complete Admin of the session.
10. The Auditor does any program needed for future sessions.
11. The Auditor C/Ses the folder for the next session.
12. The Auditor marks in a box (2 columns) on a sheet stapled to the inside front cover the process, the Exam result, the session time and the Admin time he has just put in.
13. The Auditor hands his completed folders in to Tech Services.
14. Tech Services gets the folders to the CIS using a Folder Page who comes on late and works the CIS's hours.
15. Fed the folders rapidly by the Folder Page who is standing in the CIS area, the CIS does his CIS work. If the Folder Page is fast, removing folders and putting the new one in, chasing up data and other bits for the CIS, the time of C/Sing even when done very carefully will be found to average 3 to 5 minutes a folder even when some require full programming, (but not FESing). This makes a ceiling of about 100 folders (sessions) a day for the CIS, an output of 30 Auditors. Needless to say the CIS and the Auditors have to know their business and Qual Cramming is used extensively both for new material and for flubs both in auditing and C/Sing by Auditors.
16. The Folder Page gets the Folders over to the D of P office preserving the piles per auditor as much as possible. The CIS posts the data he wants Auditors to know or do on the **AUDITORS'**

BOARD of the Auditors' Admin Room. He turns in his Cramming Orders into the D of P basket. This finishes his actions.

Where there is a senior Review C/S there is a hot spur line from the C/S to the senior C/S and back to the C/S. This is not necessarily an instant line. It can be a 12 hour lag line. In orgs where a C/O or Exec Dir or Product Officer or Org Officer is also a very skilled C/S this hot line would probably be in. New tech in use, fantastic completions and utter dog cases nobody can make anything out of go on this senior C/S hot spur line. There are very few of these, only two or three a day in a very busy org. The senior C/S "does" these and sends them back to the C/S. They are then sent on as usual to the D of P.

17. The Director of Processing comes on duty very early. The C/Sed folders will all be there. The D of P has assignment master sheets that are kept up by the D of P.

The D of P does the day's schedules, a list for each auditor. The lists preferably have a few too many pcs on them.

The D of P can tell what Class of Auditor is required for the next session because the Auditor has marked it in in the upper right hand corner of the C/S for the next session.

When the D of P has the lists done the folders are placed in the "leaving" rack of Tech Services and Tech Services, now up and about, is given the lists and gets to work on the scheduling board, moving the names about to agree with the lists.

Tech Services does any room shifts or handlings at this time.

18. The D of P now goes to the Auditor Admin Room and begins to muster Auditors from her muster list as they come in and gets them over to Tech Services.

19. A Cramming personnel will be in there trying to get any crammings scheduled.

20. Tech Services hands out folders (which are in neat piles for each Auditor) and schedules to the Auditors as they turn up and handling any arguments or shifts in sequence.

21. Tech Pages are on phones or running to round up pcs and get them going to sessions, which work continues all day.

22. The D of P interviews any hung up or curious pcs or as requested by the C/S or gets new Auditors or keeps up Admin. This goes on until the C/S comes in when the D of P is off.

23. The Auditor picking up his folders begins the cycle all over again at (1) above.

ABOVE 600

When the well done hours go above 600 a week, A WHOLE NEW HGC is put in duplicating the first, with its own C/S, D of P, T/S, auditing rooms and Auditor Admin Room. It would be HGC Section Two or HGC2 with the original being HGC 1.

A special second cramming would have to be provided in Qual for it.

At first they would share new hours and build up independently. More HGCs are added to the Department at each multiple 600 wd hours.

SENIORS

The two chief seniors in the area are the C/S (for tech) and the D of P (for Auditors and bodies).

It is the D of P who must see that Auditors exist and are on post.

It is Tech Services who sees pcs are rounded up and audited. The D of T/S is actually in charge of pcs and all folder files and all board keep up work.

The D of P should have some tech training. The D of T/S need not have any. The C/S of course is the Tech Expert and should be an HSST.

If there are no Auditors it is the D of P's neck.

If there are no C/Ses it is the C/S's neck.

If there are no folders it is the D of T/S's neck.

And if there are no auditing rooms it is the D of T/S's neck.

If signed up scheduled pcs don't get to session it is the D of T/S's neck.

If there are no NEW pcs it is the D of P's neck who should begin to shoot Dissem Sees and registrars and procure new pes on a by-pass for the org.

From this a table of seniors and duties can be made.

CRAMMING

You will notice no pcs are sent to Review on this new line. Review actions are done in Tech as a patch up in Tech. The Qual See is responsible for overall tech quality BUT DOES IT BY CRAMMING C/Ses or Auditors.

Thus Cramming is a busy street.

Cramming must be good, check outs excellent.

If an Auditor doesn't grasp a C/S he has received he gets help from Cramming.

Auditors new to the HGC are given a fast hard grooving in in Cramming or a Qual Interne Course. (New Auditors never audit until grooved in.)

Tech will be as good as the Cramming Officer can cram.

This line is grooved in by the HAS and kept in by Qual. Or if there is no Qual, it is kept in by the HAS who will find no Qual very embarrassing.

DUMMY RUN

The line should be dummy run by folders, "pcs" and Auditors until they understand it.

People are often totally unaware of lines and get very sloppy.

Thus this line has to be drilled hard on old and new tech personnel. All must know this exact line.

It is a good line.

Fully in, it raises the well done hours stat from 250 per week maximum at total overload to an easy 600 to 800.

Auditors must audit five hours a day, 25 minimum per week of well done hours for any bonus to be paid at all. In the SO they get no pay at all much less bonuses if short on their 25.

Tech Services and an unenergetic D of P or a bad Dissem See and Registrar set up can cause a no pe situation. And often do unless pushed.

But counting FESes and Admin in on an Auditor's wd time helps slack periods to even out. And one Auditor can FES and program folders for others or from files if he is left adrift and short-timed by the D of P or D of T/S or until the Tech Division forces the Dissem Div and Distribution Div to really get on the ball and wear their hats on pc flow.

PROCUREMENT

The D of P has always had new pe procurement responsibility when all else failed or even when it didn't.

Old folders, for example, are a marvelous source of new auditing repairs and intensives. An FES done on an old folder and a letter to "come in and get audited before you fall apart" is excellent pc procurement, usually neglected by Registrars. Any procurement by a D of P is legitimate.

Auditors who have no pes can write procurement letters and have for 20 years.

SUMMARY

This is a beautiful line. It has been piloted hard.

It will serve as well as it is checked out, drilled in and used.

This line is the key to affluence from pes alone.

(But if the org isn't training Auditors heavily, you'll soon have no Auditors to be on it and the org will not gain its high income low cost cushion from training.)

This line is the answer to really getting auditing done in an area.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 6 MARCH 1971

Remimeo
Prod Org Hats
Tech Hats
Qual Hats

Org Series No. 24

LINE DESIGN
HGC Lines, An Example

The present lines for the HGC in any org are the subject of HCO B 5 March 71, C/S Series 25, "The Fantastic New HGC Line", which is to be considered part of this policy letter.

This modifies early Tech Org Boards to some extent.

The old line in '65 policy did not include a Case Supervisor as such and shunted failed pes to Qual Review.

Today Tech does its own pe repairs and Qual concentrates on Cramming HGC auditors as well as students. Qual can also cram the Tech C/S.

It is completely amazing that a statistic ceiling on well done auditing hours delivered could not have exceeded 250-300 well done hours a week no matter how many auditors were hired or posted. The post of the C/S overloaded and the D of P post could not function well without overload.

The new line is capable of a statistic ceiling of 600 to 800 well done hours a week, After that a new second HGC is manned fully and given new space.

The importance of a properly formed line, traveling in correct sequence is then driven home.

An Improper line will reduce the statistic ceiling by 1/2 to 1/3 of what can be achieved by the same number of people.

The overload of seniors usually occurs because of improperly set up lines.

Lines are invisible to most people and they are unable to conceive of them until given full drills.

Unless this new C/S line is used you will not be able to average more than 250 well done hours a week no matter how many auditors you put in the HGC. The auditors will be idle, confused and causing upsets.

If an org cannot get more than 250 well done hours a week, it will find that it cannot really make money from processing.

Thus the new line will give volume, quality and viability in processing pcs.

Advantages of the line are that one HSST can handle up to 30 auditors. The earlier ceiling was eight or ten auditors.

With higher volume, backlogs vanish rapidly.

The Admin personnel in the line can be afforded.

Line design, then, is a strong and unsuspected cause of low statistic ceilings.

Product and Org Officers must be intimately familiar with this HGC line. And they must be aware of the fact that faulty line design can cripple an org's income and overload its posts and excellent line design can double the stat ceiling in any department while lightening the load.

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HCO BULLETIN OF 25 AUGUST 1971

Remimeo

CIS Series 56

**HOW TO GET RESULTS
IN AN HGC**

Obtaining excellent case results is an ADMINISTRATIVE not a wholly technical function.

Auditors and C/Ses are often weak on Administrative. They think general tech results improve only by more tech study. If they continue to think this way they wind up squirreling. For they are working on a wrong target for improvement, a wrong WHY or reason.

Auditing is a *team* activity. The day of the individual country doctor is dead. Even if an individual field auditor starts out as an individual he goes one of two directions-he overworks and squirrels himself into failure or he builds up a team-may only be a receptionist and an apprentice auditor but he is still building up a team. I have never seen individual auditors succeed over a long period. Failing to form or become part of a team, they eventually fade out or squirrel.

The reason is simple enough.

These rules apply:

TO IMPROVE TECH RESULTS YOU MUST IMPROVE ADMINISTRATION.

And I don't mean just writing better in folders.

DEFINITION

ADMINISTRATION consists of the formation and handling of the lines and terminals involved in production.

Unless an auditor understands this fully, he will never insist on a Tech Sec, a Tech Establishment Officer, D of P, C/S, Examiner, pages, Folder Admin and himself will begin to omit keeping a folder summary and then omit the session actions and then, with big loses, retire from it all.

If I were an auditor and saw some of these things missing, I'd be liable to say, "Are you guys kidding? I thought we were here to audit pcs."

Without the correct pattern of lines and terminals YOU DON'T GET **RESULTS**, you get headaches, mad neighbors and refunds.

Auditing on lines, an auditor should regard himself as a highly skilled expert, a technical specialist whose work requires respect and *service*.

And Case Supervising on lines, a Case Supervisor should consider himself a sort of Czar whose word is so law even the Exec Director thinks several times before he approaches-duly servile of course and bowing the prescribed three times as he exits.

A Class XII on Flag is listened to by others with a hush even if he is only commenting on the weather.

These are the stars of the team. Their worldwide reputation for smooth flubless auditing is an *administrative* result!

Short of space, overloaded, short of admin personnel, turning out the highest well done hours in the world, Flag's Div IV produces because of an *Admin* system.

The highest of these C/Ses and auditors goes to cramming if he misplaces a comma or drops a TR I.

If the sessions' exams at Examiner drop from 90% F/N the whole place gets overhauled.

Folders are Folder Error Summarized by an **FES** section. The Folder Summary is kept up each session (or Cramming). The folder is studied and C/Sed. The D of P assigns the sessions. The C/S is done correctly (or Cramming). The folder travels on *its* lines. The tests are done.

In short it is a complex but constantly flowing pattern of moving pes, folders and examinations interspersed with testing and interviews and re-registration.

There is a *right* way to do it.

RESULTS

If an org has only 65% of its sessions F/N VGIs at Examiner the *right* answer is to organize the place.

Why?

Well, the first answer is that the *third* dynamic is stronger than the *first* dynamic.

An auditor auditing alone is a first dynamic. The pc is a first dynamic. As it is the auditor plus pe that must be greater than the reactive mind, one can easily work the rest out.

If the auditor is part of a functioning third dynamic, not just an individual, the auditor plus pe versus the bank is a LOT more than the bank.

Another answer is that an auditor knows the pc if only because of sessions and personal opinion enters into it. That is not a pure technical view as a C/S's must be.

Another answer is that an auditor in a group gets more *auditing* done.

Individually practising auditors often fail because nobody is taking care of the auditor as a person. Further they get loses. No one sends them to cramming. When they get loses they often start squirreling. Then they *really* get loses.

That ends them as auditors.

An auditor working in a good on policy organization is given service. He does get sent to cramming. He does keep his tech updated. He gets wins. When he doesn't he's put back on standard tech. So he happily keeps going and makes lots of happy people.

So if I were auditing in a group I would *insist* as a condition of work that Div IV and Div V be good on policy divisions, fully organized with no nonsense.

I know whereof I speak. As a part time duty I work as a consulting C/S with a good IV and a good V. Sometimes I have had to take over the whole C/S line. When the organization bogs in any way I know the whole thing is heading toward single-handing the lot. So I get the lines back in and get people to Cramming and get the F/N at examiner ratio approaching 100% again.

Thus, the advice you get about C/Sing is live-live-live, not canned theory.

ORG WINS

Being on administrative lines to all orgs, I can tell **YOU** point blank that

THEIR STATS DEPEND ON THEIR VOLUME AND QUALITY OF SERVICE.

That isn't propaganda. It's pure fact.

The F/N-no F/N at Examiner ratio tells you at once if Divs IV and V are organized and operating or if they are just fooling about.

At 50% to 75% F/N at Examiner the administrative functions of Divs IV and V are stinking bad. C/S Series 2S is out. Cramming is out. Hidden data lines exist. HCOBs, books and tapes are not used.

The public, at that % of F/N will stay away in droves. Registrars will go batty and adopt "Hot Prospect Systems".

The staff -will go low pay and the execs will be a perpetual dark shade of purple from yelling. The cash bills ratio will be the subject of finance missions and the neighbors will be phoning the police.

Why?

Because an org is itself a technical delivery organization and 50% to 75% F/N at Examiner is an overt product.

The Academy has already failed to apply student study tech and word clearing. Qual is a joke.

There is no library of tech available and if available isn't read.

The org as a tech service delivery unit is treating its public to a no-auditing situation and will get in trouble.

REMEDY

The way to remedy is to get on policy with tech organization.

Put in a Qual with word clearing and a library and cramming.

Put in the C/S Series 25 Tech lines.

Tolerate NO out tech or out-Admin in folders.

Dummy run the lines until they're in.

Cram Cram Cram C/S and auditor and tech personnel flubs whenever they occur.

Get the organization *functioning*.

Your F/N at Examiner ratio will climb straight up to 90% 95% 98%.

By actual *test pcs will* flood in, Reg lines will get easy, success stats soar.

More auditors more C/Ses, more organization. A second, a third HGC.

And the more thoroughly the admin lines are manned the better the tech lines work.

This conclusion came from actual inspections of orgs and studies of their stats.

Orgs should be selling more training than processing.

But why train if you can't interne them in a good Qual and HGC? They'll never amount to anything as auditors unless they work in an organization that is on tech and on policy.

So you need an HGC.

Tech, done in a proper administrative framework works.

Some orgs really don't believe they could ever attain the flubless auditing quality of Flag.

But they can.

It is even easy.

It is even easier to attain flubless quality of auditing than any other kind.

You put in a real on policy admin pattern. in IV and V. You begin with a Qual Interne Course.

You send to Cramming for any C/S or auditing error no matter how minute.

The results come up.

The errors cease.

You're a success! If you do it.

L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 28 SEPTEMBER 1971

Remimeo ED Hat Product Officer Hat Org Officer Hat Reg Hat Tech See Hat

SELLING AND DELIVERING AUDITING

Up into the 1960s there was never any trouble selling or delivering auditing or, with similar volume of training, keeping an org very prosperous.

Then some "know bests" in orgs changed the pattern of more than a decade. Processing and Class IV orgs have not been really prosperous since.

I traced this out, looking for the WHY of Class IV orgs having an occasional rough time making it. It led back to this major change.

Originally and from 1950 forward into the early '60s, the processing that was offered and sold and delivered (without fail) was the 25 Hour Intensive. The cost of it varied between the US and other continents. But it was always and only a 25 hour intensive.

The Case Supervisor Hat was worn by the Director of Processing.

The pc began his intensive on Monday and finished on Friday. He was tested and ready to go by 1:00 PM Monday and the time was made up during the week.

Then Johannesburg and London "knew best" and began to sell "5 hour Intensives" or "Introductory Intensives".

It was exactly at this point that finance trouble set in for Class IV orgs. Until this writing they have not done all that well.

The reason is dropping the 25 hour intensive.

Any handling would of course be to slide back onto the 25 hour Intensive as smoothly as possible.

Another factor that hurt orgs was heavy student discounts. Anyone apparently could become a student. This cut the price 50% and made it hard to be viable.

Selling anything but hours asks the pc and Registrar to C/S. The person may not buy what has to be done.

Therefore we will groove back over to this policy without creating public shocks. But the deadline should not be later than I February '72 and as soon as feasible.

THE SYSTEM

LENGTH

The 25 Hour Intensive was in 1950 a 36 hour intensive and the first write up of it is given as 36 hours. Within 2 or 3 years this became a 25 hour intensive as being easier on auditors and easier to schedule and sell. This is easily done in the five days Monday to Friday.

SIGN UP

A pc was signed up (began in 1955) for 25 hours by the Registrar. He was then sent to a Tech personnel for estimate. From simple 5 minute tests, done at once after the sign up, no wait.

The Tech personnel returned the pc to the Registrar with a time estimate in terms of *number of intensives*, usually up to 6.

The original sign up was then extended to the Tech estimate.

The reasons for this line were several. (a) A Registrar must not analyse the case, usually not being a tech-trained person. (b) The **PRIMARY CAUSE OF PROCESSING FAILURES WAS TRACED TO NOT ENOUGH AUDITING BOUGHT**. (c) The pc was thereby getting all his auditing in one block making fast case gain not interrupted by life throwing ruds out. (d) It was a never failing opportunity to sell more auditing, making for a more viable org. (e) It gives consecutive scheduling week after week, very easy to do.

SCHEDULING

It is of the utmost importance for an org engaged in selling auditing in one week 25 hour lots to have a regular HGC and staff, a C/S, a D of P and a short test section and a full test section.

The auditors work enough hours to allow for 5 hours in the chair, 31/2 hours of Admin time and 21/2 hours of study on their own time. The auditing hours can extend by reason of waiting a half hour for a C/S within the day's auditing.

The auditor handled one pc that week. It was utterly forbidden for a Reg to offer bit and piece scheduling to the pc. The Reg took it for granted the person would take a week off or several, no Q and A with "21/2 hours auditing Saturdays" because it literally denied the pc all his gains. .

It was strictly "Be here Monday at 9 for testing."

The auditors on Monday morning helped test and mark tests.

The pes went into session at 1:00 PM Monday and went on to about 6:00 to get in the 5 hours.

The C/S "did" the folders after auditing hours Gust like C/S Series 25 says).

The D of P was NOT permitted to audit. HGC collapses always followed when he did. He got the auditors mustered, interviewed and soothed pcs and kept things going Oust as in C/S Series 25).

- There was little day C/Sing as the C/Ses were very long. In emergency the D of P did it or the C/S, coming on duty later in the day, did them.

Cramming was handled in evening study time, the auditor just being corrected until the end of the day, usually by a "listen in" on the session D of P system.

Tuesday, Weds, Thurs and Friday completed the Intensive at a regular five hours a day plus any make up time for lost hours.

Today this auditing would fully repair the pc's life, handle what is now C/S 54 and take him on up the Grade Chart the long way, the longer the better both from the org point of view and the pc's.

AVAILABLE AUDITORS

An auditing staff of six full time auditors is small for this system.

Six is a minimum. To these are added a Tech Service, a D of P, a C/S and a page for folders.

As the system can easily use 15 auditors full time if the Registrar is good, it should be built up to this.

The auditors may in part be Internes.

When an auditor has no pc for the week, a staff member can have the Intensive by giving up his units and tending to the more important of his traffic in hours he is not

audited just to keep his post in PT. A staff member on public lines can get a substitute for the week.

A Qual Division is used for Word Clearing, library, Interne Course, Cramming, Exams and Certs and Awards. (Just as **modernly posted.**)

OVERLOADS

Backlogs were never permitted. Trained staff members and field auditors were yanked in to prevent any backlog. The D of P was supposed to be skilled at this.

Pes never were told "You will have to wait until next month

UPSETS

There were almost never upsets with this line. Pcs almost never blew. Ds of P had no trouble finding emergency auditors for overloads or in finding or training auditors to audit.

The scheduling is so plain and simple that it just rolled along.

The staff got audited and were happy.

The only upset caused was when the Reg would not get a short test done 5 minutes after sign up and get the pc handled. The Reg would sometimes wait for the long Monday test. The D of P is the short test person, usually a meter check and a glance at the folder.

SUCSESSES

This system raised OCA tests off the bottom of the graph to high range, increased IQs up to 1 point per hour of processing.

Pcs were happy. The success stories were great.

They made their completions and kept on going to the next process or level.

It was sometimes a strain to find enough to audit on them, but as today's C/S 54 (Dianetic Narrative), complete with drug or medical rundown, and a Dianetic completion can consume up to 150 hours and as single expanded grades (much less triple) take at least 25 hours, along with other repairs and rundowns, any pc can run up to about 250 hours and some many more before SH Power is even approached.

All this makes success on cases.

CONCLUSION

As there is nothing against resuming the most successful HGC pattern, as no policy or HCO B is contrary to it and all fit within it, the conclusion is that a successful org should procure personnel and train up auditors and get it in if it wants to be prosperous.

The line has to be held hard. The first staff member who offers "an introductory package" or a "S hour intensive" or "Let's start pes on Tuesday or any day" should be rapidly told "This is the way the orgs went into trouble."

FOUNDATIONS

The same pattern applies to Foundations with 121/2 hour intensives and 21/2 hour evening sessions. But again, the person must buy enough intensives.

COMPLETIONS

Completions of a grade or Rundown in the middle of the week are attested to and the pc goes on to the next RD or grade same day. This could be said to violate letting

pc have his win. But it doesn't as he is now on his next major action. The pc needing more hours at week's end buys another week.

PRICING

Pricing *must* take into account that field professionals and students and members get heavy discounts.

Inflation has raised costs over the years.

Therefore it is necessary that 50% of the Intensive Cost be at least as high as 100% of it in 1950. Example: In the US \$500 intensives in 1950-60 would have to be \$ 1000 in 1971 so that at 50% they would still be \$500. And even then this is figuring it close. Today's psychiatrist gets \$40 an hour, no discount, for lousing people up and a "full course of analysis" costs \$9,000.

Franchises get *much* higher prices than orgs and the public pays them. Right in the same town an org was going broke thinking its prices high When Franchises charging more were rolling in pcs!

ADMIN

You have to have a very good kept up Central Files and Letter Regs.

You have to provide *afriendly org* with upstat appearance. (By survey.)

Your divisions have to be manned and your org has to be ON POLICY.

You have to sell BOOKS and have a cracking good Div VI getting new people.

SUMMARY

This was the period when Class IV orgs were successful and prosperous.

It traces back to the fact that they never sold even an assist.

They trained (by cash income) about I for I with processing.

Power at SH even made it a rule to have the pe buy only *intensives*. Then the pc was fully set up and Power was really delivered. The hours left over were scrubbed (which could have led to Quickie Power). But that's how Power was sold. The break down of the schedule of 25 hour intensives must not occur because of this way of selling Power.

The 25 hour Class IV one week Intensive delivered in orgs was the successful pattern. No other pattern has ever worked.

It should be guarded against not again to depart from this successful pattern.

It takes time to handle pcs well and to total success.

L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 APRIL 1965

Gen Non-Rernimeo
All Orgs
Sthil Staff

Issue III

Sthil Students

POWER PROCESSES

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 CI 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 Intemes 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 pe he is auditing has bee n 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 "Tailed 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.

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594

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 MAY 1965

Remimec,
Qual Div HATS
CI V11 Check Sheet

TECH AND QUAL DIVS

POWER PROCESSES

The Power Processes or any version of them may not be used by persons not trained at Class VII at Saint Hill.

The data on this overwhelmingly demands this policy be FIRMLY applied with *no* exceptions.

These wonderful processes are capable of making a Release from even -34 in *every* case to which they are applied.

Run by new Class VI auditors who have been star-checked at Saint Hill on them, goofs of huge magnitude have been made.

In orgs, without full Class VII trained auditors, the Power Processes just wouldn't work at all.

Pes would be folding up like accordions, Releases just wouldn't happen.

Tremendous experience and the closest supervision preceded by full training in the D of P-ing of the Processes as well as running them is vital to success.

They are easy.

But until every faintest kink is taken out of an auditor's auditing and every possible eventuality has been shown to him and until he has *seen* what misuse can do, the auditor cannot handle them.

Thus Ethics must be *very* alert to illegal use of Power Processes. And must be very severe about it. Otherwise there will be some very sick pcs around and administrative chaos.

There are then two grades of processes which demand the highest quality of training before they produce results.

One is Class VI materials.

The other is Class VII materials, the Power Process.

This is no effort to make a monopoly. It is simply responsibility.

After all, auditing on them is available right now.

Training for Class VI and VII is available this very minute at Saint Hill.

The technology will be passed on for training use in an Org when an Org is a Class VII Org-to wit when it is fully qualified to teach and use them and *when its* Executive Secretaries of HCO and the Org and its Division Secretaries are Clears and its Tech and Qual personnel are Releases.

The processes aren't denied anyone. We are simply protecting people from the fallout of the most powerful auditing weapons ever developed.

We are taking responsibility for our own creation and using it for the greatest good of the greatest number of dynamics.

One wishes the atomic scientist had been that socially responsible.

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HCO POLICY LETTER OF 14 JUNE 1965

Rernimeo
Sthil Students
Franchise

SIX POWER PROCESSES

There are six Power Processes. Use of these processes is restricted to CI VIIIs and may only be used at Saint Hill in the Qualifications Div or later in orgs as outlined in Sec EDs.

Having been Released does not qualify one to use the Power Processes. Policy regarding the use of Power Processes will be severely enforced.

Processes at the various levels that are OK for use *ARE IN HCO BULLETINS*.

Hearing about a process from a student, pc , etc" DOES NOT QUALIFY IT FOR USE. THAT IS OFF-LINE AND QUITE OFTEN ALTER-ISED TECH.

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 20 AUGUST 1965

St Hill

CONTINUING PC TO THIRD STAGE RELEASE

Any preclear who has paid in full for 50 hours of Power Processing, and who reaches the state of Second Stage Release in 25 hours may, at the discretion of the Director of Processing, be continued on to Third Stage Release.

The above action is not a right of the preclear. He paid for preference on Power Processing to Second Stage Release. The action of taking him to Third Stage as above is entirely at the whim of the D of P.

No pressure, duress, cajoling or, any other means of getting the D of P to exercise her whim may be used, either on the part of the preclear or the auditor.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 19 OCTOBER 1965

Gen Non-Rernimeo
Tech Div
Qhal 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.

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HCO POLICY LETTER OF 6 APRIL 1971

SH Tech Services
CI VII Checksheet
CI VII Auditors

POWER BADGES

All persons being audited on Power Processes are to wear Power Badges as described below.

This badge consists of a 3" X 2" white card with the lettering neatly printed on it in black, preferably sheathed in plastic.

It is to be issued to the pc and pinned noticeably on a lapel, breast pocket or similar place by Pc Administrator at the commencement of his Power Processing cycle and collected back when he completes. Pc Administrator is to tell the pc to wear this badge throughout his Power Processing.

His Power Auditor is responsible for seeing that his pc is wearing the Power Badge.

Text of Badge:

I AM ON POWER PROCESSING.
DO NOT ASK ME ANY QUESTIONS
ABOUT MY CASE, THE PROCESSES
OR MY AUDITING.

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Reconstructed from 1965 LRH Sec ED by Tr & Serv Msn
for Tr & Serv Aide
for
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 FEBRUARY, 1964

CenOCon

RUNDOWN OF CASE SUPERVISOR HAT

The function of Case Supervisor is to see that cases are cracked. This applies to all **cases**, including Staff, HGC, Academy, PE and Co-Audit. The D of P, D of T, Staff Co-Audit Director and PE Director continue to function as before, but are subject to the advices and instructions of the Case Supervisor in deciding what should be run on any case.

In order to understand the exact function of the Case Supervisor, read the following directive issued to the course at Saint Hill, together with Ron's instruction to the person who took over the post.

These have been modified slightly to make them more applicable to Central Orgs.

Here is the Directive:

"The post of Auditing Supervisor is abolished since all instructors are doing auditing supervision as a training measure.

The missing action is that of Case Supervisor.

The Auditing Supervision done by all instructors quite rightly concentrates on student skill in auditing.

A Case Supervisor is needed, therefore, whose sole interest and concern is the advance of cases by any and various means.

The Case Supervisor will be instructed and supervised by the HCO Area Sec in the marking of folders and handling various cases and will take over the full handling of case folders as soon as feasible.

All problems having to do with the individual cases of students or pes, any and all auditing assignments and all individual case problems are to be routed to the Case Supervisor.

In all questions of what is to be run on a student or pc, regardless of his situation in training, the word of the Case Supervisor, under the supervision of the HCO Area Sec, is final."

Here is Ron's instruction:

"Dear John: From Conference Data,

You are going to be hopelessly tangled up on post if you put any time in on auditors. You are **Case** Supervisor. It's up to the other instructors to get auditors to audit.

You are not supposed to hang up on getting something done via the auditors. Only courtesy to inform the auditing instructors that seine auditor is weak on something. But it's no part of your hat. You'll never get cases running if you try to do the jobs of the Auditing Instructors and your own job of Case Supervisor. That drops it right back in the rat race where it was-all supervision of auditors, no supervision of cases.

In your boots-and I've worn a hat like yours since Elizabeth days from time to time in Orgs-I don't recall one single interview with a staff auditor. As D of P I've handled auditors and cases via. But as a Case Supervisor when I was not D of P, I don't recall ever talking to a single Auditor about any case before I handled the folder or the case. I'd occasionally say 'Run so and so' and check up in a day or two and if it hadn't been run (which was seldom) I'd walk in on the session and run it. No truck with the auditor. Why?

1. Auditors that haven't cracked a case haven't *seen the* case so why talk to them?
2. Auditors that won't or can't run what they're told need more training not

more persuasion or a 5 minute ACC from me or you.

3. I was interested in the cases.

You will make a fatal error on post if you permit yourself to be interviewed by Auditors and take their views of the case. See (1) just above.

Always assume the Auditor can and will run exactly what's ordered. If that assumption is incorrect *don't vary* your instruction. Do it yourself and say to Instructors 'That auditor needs training'.

I could go through this class pc to pc with folders and zoom every case present, so I expect you to. To do that I wouldn't talk to a single auditor-indeed, I'd shy off it like mad if I wanted to get my job done.

You are not the D of T. You are wearing my Case Cracker hat. Don't make like a D of P who has auditors to supervise, and train. Just crack cases and smooth them out.

Every case you handle is awry in some basic ability as a pc so the field of action is unlimited.

Definitions: *Auditing* Supervisor- Supervises the auditing of auditors and helps them crack cases

Instructor-Instructs in the science of auditing.

D of P-Supervises cases through staff auditor.

Case Supervisor-Keeps the cases looked over and winning, looks only at cases and advises what to run or runs it, interviews only cases, ignores auditors to the point of paying even very little real attention, to auditor report comments or opinions.

Glad I had a look at this and a chance to set it right because you would have drowned in all the faulty or non-observation going on. You've kept in the error that made the case run wrong in the first place. Non-Obnosis.

An auditor can be present if silent while you interview or run a case. Otherwise that's it.

I used to do a lot of starting a process right on a pe and then step out and tell the auditor-'O.K. that's what's to be done. Flatten it.'

You from your position viewpoint have half a hundred pes and only nominal auditor assistance. Your job is to see that cases get cracked. Your job is not to see that auditors get trained.

Best,

L. Ron Hubbard."

It will be seen from this that the function of the D of P is only changed to the degree that he has the specialized assistance of the Case Supervisor in cracking cases.

A final word to the Case Supervisor: Ron's instruction is: Know practically by heart the two Saint Hill lectures of 4th February and 6th February 1964-"Auditor Self-Criticism" and "Comm Cycle in Auditing". These two lectures are your bible.

Good hunting.

Issued by:	Peter Hemery Org Supervisor WW for L. RON HUBBARD
Authorized by:	L. RON HUBBARD

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[Note: The directive referred to above appears on Page 435.1

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 FEBRUARY 1964

HCO Secs Assoc Sets for info

NOMINATION OF CASE SUPERVISOR

In HCO Policy Letter of February 24, 1964, "Technical Supervision Changes", it was mentioned that the present Technical Director should take over the post of Case Supervisor initially.

This step is taken to avoid sudden change and randomness. However, it should be borne in mind that the post is quite different and that therefore the present Tech Director may not be the most suitable personnel for this key post.

Basically, the Case Supervisor is an excellent auditor, a person who likes to audit and who can crack cases. His functions may be well understood from studying HCO Policy Letter of February 24, 1964, "Rundown of Case Supervisor Hat".

Therefore, as soon as possible after receiving this Policy Letter, the HCO Area See should consult with the Assoc See and the members of the Technical Council, and, using his or her judgment, nominate the most suitable person for the post.

This may also affect other posts, such as D of P, D of T, etc. Therefore, it is essential to effect the action smoothly.

Nominations should be sent for final approval, together with any other changes, by cable to L. Ron Hubbard as soon as possible.

Get your best Tech line up into action soon, since good Tech means happy pcs and students and excellent survival for the Org.

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Issued by: Peter Hemery
HCO See WW
for L. RON HUBBARD
Authorized by: L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 14 JUNE 1965
ALL HGCs
ALL CASE CRACKING UNITS

Rernimeo
Staff Auditor Hats
Interne Hats
Class VII Internes

FOLDERS, MARKING OF

No staff auditor or Interne may proceed with the next session on any case unless the folder of the last consecutive auditing period has been marked by the Case Supervisor or Director of Processing or the person in normal charge of all cases.

Where two sessions occur in one day, these count as one session and need only one summary report by the auditor for marking purposes.

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HCO POLICY LETTER OF 17 JUNE 1965

Remimeo

ALL TECH DIV
ALL QUAL DIV
ETHICS SECTION
CLASS VII INTERNES

STAFF AUDITOR ADVICES

No Staff Auditor or Interne or organization auditor or any auditor on a Staff Co-audit may seek advices on what to do from any person except the officially appointed person doing the auditing folders.

Seeking advice on cases verbally or in writing from the person not doing the folders is OFF LINE except in Ethics matters when Ethics may be consulted or Saint Hill advised.

When an auditor seeks advice off-line and accepts it, unbeknownst to the official supervising the auditing via the folders, a random factor is introduced into the running of cases that can be quite fatal.

At, Saint Hill, on Power Processes, such an action is a crime as the consequences can be so catastrophic to cases run on Power Processes.

The proper sources of instruction are tapes and HCOBs. *Adding* bits to these that aren't there is the commonest auditor error.

Asking for unusual solutions from a case supervisor who is doing the folders is a sure sign that the last directives have not been followed; giving instructions that are unusual is useless because they won't be complied with either.

The Dev-T situation of asking for advice off-line burdens lines and fouls up cases.

COMM CYCLE AND ETHICS

When an auditor has a fractured comm cycle very often processing still works on the average pe.

When an auditor has a fractured comm cycle and the pc is an Ethics type case (SP, PTS, W/hs) a mess ensues. One can always tell if an auditor's comm cycle is poor or if the Code is being broken because when put on an Ethics type pe, things collapse.

When a pc won't run, one can be sure that

1. The Auditor's Comm Cycle is out and
2. The pc is an Ethics type case.

When both these are present, no results can possibly occur.

When only one is present, usually the auditing works somewhat.

CASE SUPERVISOR PUZZLE

When a Case Supervisor doing folders sees a process going wrong, he should not blame the process or his own advice if these are even faintly educated.

Instead the pc is an Ethics type or the Auditor's Comm Cycle is out.

If neither of these seem to be the case, and things still go wrong then the auditor just isn't running what he says he is or running what he is supposed to run.

If all the above seems not to be the case, then the auditor is seeking off-line advices and some screwball interpretation has been added to the process.

A clever Case Supervisor -marking folders, goes by the text-case running well, continue the standard approach. Case not running well, send to Review for analysis **REGARDLESS OF ANY AUDITING TIME LOST.**

When a pc goes to Review, it is clever to send the auditor to the Review Cramming Section to check over his Auditor's Code and Comm Cycle with TRs.

If when auditor and pc still don't run well, send the pc to Ethics. (Review may already have done so.)

ETHICS

If the Case Supervisor ever finds an auditor not following instructions or seeking or taking off-line directions he must at once send the auditor to Ethics. It is usually an Ethics Hearing and a minor suspension.

If a Case Supervisor doing the folders finds a false report has been made, he must send the offender to Ethics.

WITHHOLDS

A pc is not sent to Ethics because of withholds gotten off in a session. However, on the Invalidation button one commonly finds suppressive persons around the pc and the auditor must send the pc to Ethics at session end to get the matter disconnected or handled.

Sometimes one finds another person's offences than the pc's in getting off withholds. These are reported to Ethics for investigation.

TEXT BOOK

D of P work is completely text book. PC doing okay-get on with it as per the process, the next process to be run, or the next grade.

PC not doing okay-to Review to find out why.

If Review finds pc is an Ethics type, sends pc to Ethics.

It's all text book. It is so easy.

L. RON HUBBARD

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HUBBARD COMMUNICAT
Saint Hill Manor, East Gri

HCO POLICY LETTER OF

Rernimeo
All Tech Hats
All Qual Hats
Class V11
Students

Tech Div
Qual Div

**PC ROUTING
REVIEW CODE**

The Code has four symbols

REV!
REV FL?
DECLARE?
ETH?

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. Pes 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 pe 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 pes who have been sent to Review. The auditors' names are in the column on the left on green cards and the pes' 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.

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HCO POLICY LETTER OF 19 JULY 1965

Gen Non-Remitneo

SEPARATION ORDER

There are instances met with by Ethics Officers, especially in relation to husbands and wives, where there may be suppressions on individual people but not suppressive of Scientology.

In such cases a "Separation Order" for a specific period of time is the best action. For example, Joe S-- and Mary S- are hereby placed under a Separation Order while Joe is undergoing Processing. They are to have no contact with each other during this period from (date) to(in this case to the end of the Power Processing 2nd Stage Release).

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HCO POLICY LETTER OF 28 JULY 1965
Issue II

Remirneo
Tech Hats
Qual Hats

**CASE SUPERVISOR,
SPECIAL ATTENTION**

The D of P is usually the Case Supervisor. Therefore the D of P has no Case Supervisor on own case.

The Case Supervisor *andlor the* D of P's case folders are done by the Director of Review.

The Case Folders of the Tech See and Qual Sec and all Secretaries otherwise are done by the Case Supervisor except as above.

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HCO POLICY LETTER OF 30 JULY 1965

Sthil
Tech Div
Qual Div

PRECLEAR ROUTING TO ETHICS

There is no direct routing of preclears to the Ethics Officer except through the channels of the Qualification Division and Review.

This, therefore, cancels the direct routing to Ethics as covered in the Class VII, Confidential, HOD Bulletin of 28 June 1965.

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HCO POLICY LETTER OF 24 AUGUST 1965

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PCs RELEASED ROUTING

A pc who is recommended to Ethics and also to declare must be sent to Ethics first to ensure no possibility of Roller Coastering.

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HCO POLICY LETTER OF 29 OCTOBER 1968

Remimeo

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

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L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 17 JANUARY 1969

Remimeo

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 DIV pes and pro-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 VIIS 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 CIS 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

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Flag C/S
for
L. RON HUBBARD
Founder

THE FOUNDING CHURCH OF SCIENTOLOGY
1812 19th Street N.W., Washington, D.C.

FOUNDING CHURCH POLICY LETTER OF 20 MAY 1957

OUTSIDE AUDITING

Staff of the Founding Church may do 8 hours of outside auditing on their own, but no more.

Students and current HGC preclears may not be audited by staff auditors except as assigned by the Director of Processing or Director of Training.

A staff auditor may not audit outside any preclear he has audited for the HGC in the past year.

A staff auditor on leaving the HGC shall not audit anyone who has been an HGC preclear in the past 2 years.

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NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE
HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. I

ASSOCIATION SECRETARY DIRECTIVE OF 9 JULY 1957

**PRIVATE PRECLEARS OF HASI STAFF
AUDITING LIMIT**

HASI Staff Members are limited to eight hours per week of auditing private preclears in their own time.

These eight hours weekly are not cumulative.

Jack Parkhouse

HUBBARD COMMUNICATIONS OFFICE
(Issued from Washington)

HASI LONDON
POLICY LETTER OF 26 JULY 1957

To All Staff
Bulletin Board

FUNDS OR FAVORS RECEIVED

Any funds or favors received from persons outside the HASI London by any staff member by reason of his connection with HASI London or Scientology must be reported in writing to the HCO Secretary.

This includes cash, loans, dinners, loans of vehicles, quarters, clothing or presents.

There is no restriction in receiving such items but it shall be deemed cause for instant dismissal if the report of such favors is not so made.

This includes all outside auditing done by a staff member for which pay is received.

The intention of this policy is to tighten the security of the HASI as it moves into the possible sphere of government contracts.

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Agent for Great Britain

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HUBBARD COMMUNICATIONS OFFICE
LONDON

HCO BULLETIN OF 11 APRIL 1958
(with amendment of 3/6/58)

STAFF MEMBERS' OUTSIDE AUDITING REGULATION

The regulation applying to staff members' outside auditing is as follows: No staff member may audit for pay, gratuity, or without pay or gratuity, any HGC preclear or outside student for a period of two years after the person completed processing at the HGC or study at the Academy.

LRH

(Note: The amendment was change of staff auditors to read staff members. I

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W. 1

HASI POLICY LETTER OF 27 MAY 1958
(Issued at Washington)

(Modification of Assoc Sec Directive
of 9 July 1957)

All Staff
Field Offices
Bulletin Board

OUTSIDE AUDITING

Staff of the HASI London may do 8 hours per week of outside auditing on their own, but no more.

Current students and HGC preclears may not be audited by staff auditors, or other staff members, except as assigned by the Director of Processing or the Director of Training.

- staff auditor may not audit any preclear he has audited for the HGC in the past year.
- staff auditor, or any other staff member, on leaving the HGC or the HASI, shall not audit anyone who has been an HGC preclear or Academy student in the past two years. If he does, his certificate may be subject to cancellation.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 1 APRIL 1960

CenOCon

REGULATIONS FOR STAFF MEMBERS AND EX-STAFF MEMBERS
(Supersedes all previous directives on same subject)

Regulations Affecting all Staff Members:

- I Any staff member of the organization may do eight hours of outside (private) auditing on their own per week, and no more than this per week.
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 to the auditor by the Director of Processing.
3. Any staff member may not audit for pay or reward any preclear who has been audited in the Hubbard Guidance Centre in the past two years. The ruling of only eight hours of outside auditing applies in all cases.
4. Any staff member may not audit for pay or reward anyone who has been an HGC preclear or an Academy student of any course of the organization in the past two years (this includes A.C.C. students).
5. A staff member is permitted to do group auditing and can receive pay or reward for this. Staff may process other staff members, as in a co-audit team or an auditing arrangement amongst staff.

This policy is intended to insure that prospects developed on Org comm lines by Org personnel get into the HGC and/or Academy, rather than on to a personal comm line which would deny the HGC and/or Academy of a prospective preclear or student which the Org has developed. It is also intended to insure that prospects receive the service we intend for them, i.e. supervised service at the HGC and/or Academy.

6. A staff member may not be a member of the Communist Party.
7. Staff members may initiate or form any Scientology group activity, but in all such cases the matter shall first be submitted to the Advisory Committee (Advisory Council) for their approval, and only on specific acceptance by the Executive Director shall any such activity have Organizational sanction.
8. If a staff member who has not been hired on a temporary or part time basis leaves a technical post without good and sufficient reason in the first year of his employment and he has not been dismissed by the Director of the Department or the Organization Secretary, he is charged 2SO guineas sterling (1,000 dollars) for the training he received on that technical post. The reason for this is that the organization has occasionally been victimized in the past by persons coming on staff for the sole purpose of acquiring training. The services of such a staff member only become fully effective after several months of training, and since training is expensive it is only right that persons doing this be charged for it.

The following regulation applies to ex-Staff members:

On leaving staff, and for a period of two years thereafter, an ex-Staff member may not audit for pay or reward any person who has been an HGC preclear in the past two years nor a person who has been an Academy or A.C.C. student in the past two years. However, he is permitted to do group auditing of such persons and may receive pay or reward for it.

Violation of these regulations can result in the HCO Board of Review cancelling all of the individual's certificates. A person may apply to the HCO for a relaxation of these regulations if he thinks it is justified in a particular case, but the decision of the HCO is final.

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HCO Secretary WW
for
L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 FEBRUARY 1961

Staff B. Board
Do not re-mimeo

OUTSIDE PCS OF STAFF MEMBERS

It would be wise to have all staff members who do 8 hours of private auditing per week to report to HCO, the names and addresses of such PCs.

In security check the matter of private processing should also be checked.

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HCO POLICY LETTER OF 21 JUNE 1962

CenOCon

STAFF MEMBERS AUDITING PRIVATE PCS

(Summarizes current policy)

The following regulations apply without exception to all staff members who audit private preclears for fees.

Staff members must not do more than eight hours private auditing in any one week.

Staff members must not charge less than the HGC fees of the Central Org of the area.

Staff members must report to the HCO Secretary on any private auditing they do, and inform the HCO Sec of the name and address of any private preclear.

Staff members should give the D of P a technical report on their private preclears.

Staff members are not allowed to audit privately anyone who is, or has been during the preceding two years, an Academy student or HGC preclear.

LRH:dr.rd

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CHRONOLOGICAL INDEX OF CONTENTS

1950		1959	
20 Nov.	Instruction Protocol-Official (missued 2 Sept. 1970) 1954	108	
20 May	Atmosphere of the Clinic (extract from Clinical Procedure)	495	
20 May	The Auditors of the Clinic (extract from Clinical Procedure)	495	
1956			
12 Sept.	The Summary of a Bulletin from the Academy in <i>Washington D.C.-Concerning Training</i>	264	
26 Sept.	Flow Line for Personnel (HCOB)	20	
26 Sept.	Registrar (Org Bulletin)	495	
26 Sept.	<i>Procedure for Putting Auditors on Staff</i> (Ori; Bulletin)	496	
15 Nov.	HGC Preclear Complaints (HCOB)	496	
1957			
circa 57	The Supervisor's Code (revised 15 Sept. 1967)	141	
5 Mar.	Student Reports HICOB)	145	
1 Apr.	Technical and Administrative Divisions	21	
10 Apr.	Student Intensives	219	
3 May	Traming-What it is Today How We Tell People About It (HCOB)	268	
7 May	Assignment of Auditors, Rooms, Students	22	
9 May	Student Intensives	see-219	
13 May	Financial Enrollment Procedure	129	
17 May	Definitions (HCO TIH)	145	
17 May	The Hubbard Guidance Center	496	
20 May	Outside Auditing	608	
24 May	Stable Data for InstroGtors (HCOB)	146	
1 June	Rights of the Directors of Training & Processing, Staff Auditors & Instructors regarding Preclears & Students (HCO Information Bulletin)	23	
10 June	What to Tell New HGC Auditors to Process on Preclears HICO Processing Bulletin)	497	
9 July	Private Preclears of HASI Staff Auditing Limit (Assoc See Directive)	608	
10 July	Hiring of Staff Auditors	497	
11 July	Tech Staff Certificate Validation (Assoc See Directive)	24	
15 July	Our First Lesson in Training UICO T8)	147	
26 July	Funds or Favors Received	608	
2 Sept.	Verbal Directions from LRH (HCOB)	497	
4 Sept.	Stable Data for Instructors (HCOB)	47	
5 Sept.	Testing	~15	
5 Sept.	All preclears am expected to.....	498,	
16 Sept.	HGC Policy		
16 Sept.	Hubbard Guidance Centre-Use of Title (HASI Staff Notice)	498	
1958			
21 Jan.	ACCs-HPA/HCA (HCOB)	349	
25 Jan.	Inept Students	148	
8 Feb.	Since people will begin to expect being cleared	499	
4 Mar.	Addition to HASI PL of Feb. 8, 1958 (HCOB)	499	
2 Apr.	ARC in Comm Course (HCOB)	149	
11 Apr.	Staff Members' Outside Auditing Regulation (HCOB)	609	
23 Apr.	Vital Training Data for Training Hats and Registrar (HCOB)	149	
6 May	Modified Procedure for Signing up Prospective Students & Pas (Admin Directive)	130	
9 May	Who Should Take Which Class HICOB)	130	
27 May	Outside Auditing	609	
19 June	Freeloaders	Vol. 1-140	
9 July	Staff Clearing (HCOB)	Soo	
29 Sept.	Vital Training Data (HCOB)	ISO	
1 Oct.	HCO Board of Review	269	
2 Oct.	Sale and Conduct of Academy Courses	27~	
6 Oct.	Who can be Processed Who can be Trained	Vol. 1-510	
9 Oct.	Correction of HCO Policy Letter of		
2 Jan.	Instructors or HCO Staff Processing Past ACC Students	349	
6 Jan.	(Change of HCO Policy Letter of IS December 1958) (HCOB)	277	
19 Jan.	Extra Weeks on HPA Course	277	
10 Mar.	BScnjHCS Course Tapes	Vol. 2-213	
8 Apr.	New HPA/HCA Tapes	Vol. 2-214	
30 Apr.	Additional Staff Auditors	116	
4 May	How to Write a Curriculum (HCOB)	151	
11 May	HPA/BScn "Retreads"	278	
2 June	Correction of HCO PL of 23 December 1958 Qualification of HGC Staff Auditors	501	
9 June	Student Files	116	
13 Aug.	Students <i>Attending Courses</i>	278	
19 Aug.	Writing of Letters by Staff Auditors	Vol. 2-36S	
26 Aug.	Promotional Functions of the Academy (excerpt)	131	
26 Aug.	Promotional Functions of the HGC (excerpt)	503	
31 Aug.	Certifications	279	
3 Sept.	Director of Processing-Hat (Sec'I ED)	504	
9 Oct.	Staff Auditors	512	
16 Oct.	Handling Students'and Auditors' Reports (HCOB)	131,512	
16 Oct.	How to Prepare HOC Weekly Reports for Review	513	
23 Oct.	Academy Training	132	
27 Oct.	Processing of Children on the HGC	Vol. 3-226	
29 Oct.	Processing of Academy Students	219	
27 Nov.	Key to the Organizational Chart of the Founding Church of Scientology of Washington DC (excerpt: Technical Division)	4	
1960			
1 Jan.	Administrative Procedure for Reducing Overts	514	
22 Jan.	Requirements for HGC Auditors	515	
22 Feb.	HPA Qualifications	279	
23 Feb.	ACC Files	350	
24 Feb.	ACC Hats	351	
23 Mar.	ACC Supervisor Hat	354	
29 Mar.	HOC and Academy Prices for Minors (cancels & replaces 27 Oct. 1959)	Vol. 2-260	
1 Apr.	Training Requirements-Hubbard Apprentice Scientologist-HPA/HCA-BScn/HCS HiCOB)	280	
1 Apr.	Regulations for Staff Members and ex-Staff Members	610	
4 May	Acceptance for ACC and Academy Cannes	281,354	
24 May	Extension Course Prices	Vol. 3-227	
498	2 June	Requirements for Staff Posts	Vol. 1-123
	7 July	Training Applicants	132
19 Aug.	Registrar Lost Line	516	
30 Aug.	Training Restrictions	133	
17 Sept.	Giving the Pc Full Hours	517	
11 Oct.	Case Assessments for Students	282	
2 Nov.	HPA/HCA Course	282	
14 Nov.	Sign Up of Students & Pea Acceptance by D/P & DIT (excerpt)	24	
15 Nov.	Staff Certificate Requirements	220	
16 Nov.	New Org Programmes	283	
17 Nov.	Anatomy of the Human Mind Course as a Pre-requisite for HPA Training	284	
19 Nov.	Pc Scheduling	117	
22 Nov.	There will be no professional rates (SA only)	Vol. 3-249	
20 Dec.	Restriction on Ssmt Hill Area	see-409	
21 Dec.	Curriculum for ACCs-January 1961	355	
1961			
10 Jan.	A Brief Outline of an HGC as Currently Done	518	
30 Jan.	Case Files	117	
31 Jan.	Academy Meters	134	
14 Feb.	The Pattern of a Central Organization (excerpt: Technical Division)	5	

	October 1, 1958 (HCOB)	see-271	14 Feb. The Academy of Scientology (excerpt)	284
23 Nov.	Scientometric Testing (See ED)	115	27 Feb. Outside Pes of Staff Members	611
25 Nov.	Techniques to be Used on HGC Preclears,	500	27 Feb. Free Courses	Vol. 3-228
27 Nov.	ACC Records	349	6 Mar. Restriction on SOP Goals Procedure	518
15 Dec.	Academy Training Curriculum & Examination	274	13 Mar. Free Courses (revises 27 Feb. 196 1)	Vol. 3-228
16 Dec.	Extension Course Curriculum (HCOB)	275	20 Mar. Basic Staff Auditor's Hat	519
23 Dec.	Qualifications of HGC Staff Auditors	501	24 Mar. HGC Admin Partial Hat	
31 Dec.	Routing of Profiles (HCO Sec'I Letter)	502	Staff Auditor Assignment	118

3 May	Practical Auditing Skills	309	2 Apr. Food and Cleaning Regulations for Students	430
9 May	Addition to Students' Weekly Report (adds to 8 Dec. 1961)	158	4 Apr. District Offices Technical Reports to HCO WW	29
14 May	Training Sections	311	4 Apr. Important Changes in Technical Reports to HCO WW	29
14 May	Training-Classes of Auditors	313	4 Apr. HCO WW Post Disbanded	35
16 May	HPA/HCA Training	136	HCO Technical Secretary WW	35
17 May	Rudiments Checks	547	4 Apr. Director of Training Weekly Student Interviews	137
21 May	Tape Examinations	158	5 Apr. Organization Students on Saint Hill Course	431
21 May	Training-Classes: of Auditors (revised from 14 May 1962)	315	11 Apr. Technical Director's Weekly Reports	35

1963(cont.)

11 Apr.	Goals Finding and Goal Finders	564
13 Apr.	Policy of HGCs	S65
19 Apr.	Handling Org Technical Queries	36
22 Apr.	Hat of Course Administrator	121
5 May	Staff Member Enrolments	Vol. 3-292
10 May	Student Rates for HGC Auditing in SA Orgs	Vol. 3-231
15 May	Instructor Hats	164
31 May	Training of Clears, (cancels 27 Sept. 1962)	341
10 June	Scientology Training-Technical Studies	342
18 June	Students Blowing	432
3 July	Change of Routing: Org Technical Reports	36
9 July	HPA/HCA Certificate Check Sheet	342
23 July	Retreads on Saint Hill Special Briefing Course	432
30 July	Current Planning	344
2 Aug.	Saint Hill Course Changes	433
8 Aug.	"Plants" in Academics	
	Introduction of "Form" 5B	138
21 Aug.	Change of Organization Targets	
	Project 80-A Preview	Vol. 2- 95
18 Sept.	Scientology Five-Scientology Instructors	
24 Sept.	Course Rules and Regulations	
25 Sept.	Right to Refuse HPA/HCA Student Application	139
25 Sept.	Hats of Student Instructors for SHSBC	
27 Sept.	Training Technology-Pink Sheets	
4 Oct.	Technical Council	37
8 Oct.	New Saint Hill Certificates & Course Changes	434
23 Oct.	Students'Weekly Reports to Ron (amendment & reissue of 8 Dec. 1961)see-	155
28 Oct.	Student ARC Breaks	173
26 Nov.	Certificate and Classification Changes Everyone Classified	360
6 Dec.	Org Programming	363
11 Dec.	Classification for Everyone (amends 26 Nov. 1963)	364

1964

24 Jan.	Case Supervisor	435
10 Feb.	Enrolment on Self Determinism (reissued 23 June 1967)	37
13 Feb.	Classification	365
20 Feb.	Regulations-Course (excerpt)	436
23 Feb.	Classification	366
24 Feb.	Technical Supervision Changes	38
24 Feb.	Org Programming	367
24 Feb.	Rundown of Case Supervisor Hat	598
24 Feb.	Nomination of Case Supervisor	600
18 Mar.	HGC Allowed Processes	566
20 Mar.	Technical Reports	39
2 Apr.	To the Saint Hill Student: Instruction Targets	437
2 Apr.	Use of Recreation Facilities, 1964	438
2 Apr.	Saint Hill Enrolment-Materials, Courses, and Use of Class VI Processes	439
10 Apr.	Scientology Courses (reissued as amended 23 June 1967)	174
17 Apr.	Food and Cleaning Regulations for Students	442
22 Apr.	Summary of Policies on Classification and Gradation, Certification, Franchise and Memberships, and the Auditors Division	369
5 May	Summary of Classification and Gradation and Certification	373
8 May	Transport	443
12 May	Theory Testing-Expiration Dates	175
13 May	Transport (adds to 8 May 1964)	443
25 May	Instructor's Conference Report Form	444
11 June	New Students Data	445
18 June	Professional Route Classification Requirements (addenda to 5 May 1964)	378
30 July	Gradation Programme, Revised	379
12 Aug.	Policy on Technical Information	39
21 Aug.	Staff Auditors (reissued 7 June 1967)	567
16 Sept.	Understanding and Tape Lectures (reissued 21 July 1967)	176
16 Sept.	Terminations	447
18 Sept.	Final Classification on Termination from Saint Hill	447
23 Sept.	Policies: Dissemination and Programmes (excerpt: Auditing and Training Policies)	40

1964(cont.)

5 Nov.	Corrections to HCO Policy Letters	Vol. 1-516
13 Nov.	Provisional Class VI Classification (cancels 18 Sept. 1964)	448
11 Dec.	Full Table of Courses and Classification	380
18 Dec.	Re: OIC Data	139
1965		
	Technical Division 4 Org Board Outline	1
21 Jan.	Vital Data on Promotion (revised 5 Apr. 1965)	Vol. 2- 4
7 Feb.	Keeping Scientology Working (reissued 15 June 1970 & 28 Jan. 1973)	44
14 Feb.	Safeguarding Technology (reissued 7 June 1967)	49
27 Feb.	Course Pattern	449
28 Feb.	Deliver	S1
28 Feb.	Course Check Outs-Twin-Checking	183
16 Mar.	Further Material on Study -Examinations (reissued 13 Sept. 1967)	184
17 Mar.	Clearing and Training	383
17 Mar.	Faculty Meeting Report	452
21 Mar.	Staff Members Auditing Outside Pes	Vol. 1-586
168	Excerpts from HCO Pl. of Nov. 9, 1964 & Nov. 26, 1964	
171	(revised) for Staff Hats	Vol. 1-587
	Star-Rate Checkouts for Process (modification of 27 Feb. 1965)	453
5 Apr.	Handling the Suppressive Person The Basis of Insanity	53
5 Apr.	The No-Gain-Case Student	61
7 Apr.	Healing Policy in Field	Vol. 1-521
13 Apr.	Course R6 Auditing	454
14 Apr.	Classification on GPMs	454
14 Apr.	Organization GPM Unit	455
16 Apr.	The "Hidden Data Line"	186
16 Apr.	Drills, Allowed	188
19 Apr.	Training and Processing Regulations Technical Discipline-Students'Questions	65
22 Apr.	Level 0 Comm Course	346
23 Apr.	Correction to HCO PL of April 14, AD IS Organization GPM Unit	see-455
28 Apr.	Technical Personnel	67
28 Apr.	Power Processes	593
29 Apr.	Ethica-Review (excerpt)	68
29 Apr.	Bonuses	Vol. 3-313
5 May	Supervisors	190
5 May	Classification, Gradation and Awareness Chart (reissued 4 July 1970)	384
8 May	Results of HCO Technical Investigation	Vol. 1-405
9 May	Auditing Fees-Preferential Treatment of Preclears-Sule of Preference	122
10 May	Releases-Vital Data (revised & reissued 19 Sept. 1967)	387
13 May	SHSBC Unit-Graduation	457
16 May	Important Explanation-Auditing Restrictions	221
16 May	Academy Courses-General Remarks-Zero Courses-Hubbard Recognized Scientologist	347
17 May	Urgent-CCHs (cancels 15 May 1962)	191
17 May	Free Scientology Centre	222
17 May	Academy Processing	224
20 May	Power Processes	595
21 May	Memorandum of Agreement	Vol. 2-270
23 May	Rebates	569
24 May	Student Guide to Acceptable Behaviour	458
27 May	Processing	S70
3 June	R6 EW	461
14 June	Six Power Processes	596
14 June	Folders, Marking of	571,600
17 June	Staff Auditor AdvIces	(501
28 June	Releases, Different Kinds (HCOB)	389
1 July	Comm Cycle Additives	Vol. 1-426
1 July	Ethics Chits	69
4 July	Pc Routing-Review Code	603
5 July	Assignment of Tech Personnel	70
5 July	Memorandum of Agreement (correction to 21 May 1965)	see Vol. 2-270
6 July	Releases	571
7 July	Releases, Policy on	71

24 Sept.	Instruction & Examination: Raising the Standard of	177	11 July	Assignment of Tech Personnel (amends& cancels 5 July 1965)	70
28 Sept.	Clay Table Use	568	12 July	Release Policies-Starting the Pc	572
4 Oct.	Theory Check-Out Data (reissued 21 May 1967) (modifies 24 Sept. 1964)	181	13 July	Testing	73
27 Oct.	Policies on Physical Healing, Insanity and "Troublesome Sources"	Vol. 1-513	19 July	Release Checks, Procedure for Separation Order	574 605
27 Oct.	Policies on Physical Healing, Insanity and Potential Trouble Sources (reissued 23 June 1967)	Vol. 1-517	23 July	Priority of Power Processing	Vol. 2-272
			26 July	Release Declaration Restrictions Healing Amendments	74
			28 July	Course R6 Auditing	462

1965(co.t.)

1966(ca.t.)

28 July Case Supervisor, Special Attention	605
30 July Preclear Routing to Ethics	606
5 Aug. Release Stages (HCOB)	390
6 Aug. Technical Queries from R6 Graduates	462
20 Aug. Continuing Pe to Third Stage Release	596
23 Aug. Deletion of TR5	191
23 Aug. Classification at Upper Levels	
Temporary Measure	392
24 Aug. Pea: Released Routing	606
26 Aug. Scientology Training-Twin Checkouts	192
30 An& Release Stages (HCOB)	393
1 Sept. Saint Hill Services and Prim	Vol. 3-235
1 Sept. Some Tech Div Policies	75
12 Sept. E-Meters and Books for Academy Students	140
14 Sept. Classification Required Before Moving	
to Next Level	463
20 Sept. Power Processing for the Public	see Vol. 2-272
21 Sept. E-Meter Drills	195
21 Sept. Memorandum of Agreement	
(amends 21 May 1965)	Vol. 2-274
22 Sept. Release Gradation	
New Levels of Release (HCOB)	395
24 Sept. Student and Pe Reports	77
27 Sept. Release Gradation-Additional Data (HCOB)	
(supplements HCOB 22 Sept. 1965)	398
20 Sept. Statistics for Divisions	
(excerpt: Tech Division 4)	8
14 Oct. Course Pattern (amends 27 Feb. 1965)	464
19 Oct. Release Declarations	597
22 Oct. Requirements for Student Classification	225
25 Oct. Saint Hill Solo Audit Course	473
29 Oct. Student Auditing of Preclears;	226
3 Nov. Po Scheduling	124
12 Nov. Transfers from SHSBC to Solo Audit Course	474
19 Nov. Auditing Reports	577
20 Nov. The Promotional Actions of an Organization	
(excerpt: Technical Division 4)	7
23 Nov. Mark V and Listing E-Meters	Vol. 2-234
30 Nov. Power Processing for the Public	
(replaces 20 Sept. 1965)	Vol. 2-272
13 Dec. Staff on Saint Hill Clearing Course	476
15 Dec. Additions to "The Promotional Actions	
of an Organization"	see- 7
15 Dec. Students Guide to Acceptable Behaviour	196
28 Dec. Enrollment in Suppressive	
Groups	see Vol. 1-484, Vol. 2-284
28 Dec. E-Meters Allowed	77
30 Dec. PTS Auditing and Routing	578

1966

13 Jan. Regulations for Auditing of Staff & Students	476
1 Feb. HGC Cure-Interne Training & Staff Auditors	78
1 Feb. Staff Auditor and Supervisor Procurement	80
3 Feb. Clearing Course-Submission of Folders	477
3 Feb. Clearing Course-Weekly Auditing Hours	477
4 Feb. Amendment to "The Promotional Actions	
of an Organization"	see- 7
10 Feb. Tech Recovery	81
10 Feb. Check Sheets, Course	466
10 Feb. Bonuses for Service Delivery	Vol. 3-204
7 Mar. HGC Cure (Continued)	84
7 Mar. Star Rates on Tech and Qmd Staff	85
8 Mar. High Crime	86
13 Mar. Amnesty	478
3 Apr. Dianetic Auditor's Course	228
29 Apr. Ethics: Clearing Course	478
9 May Requirements for a SHSBC Supervisor	Vol. 1- 117
9 May Bonuses Adjusted	
(correction to 10 Feb. 1966)	Vol. 3-206
29 June Keep Academy Check Sheets Up-to-Date	124
21 July Tech vs Qual	88
2 Aug. Dianstic Auditing	229
4 Aug. Ethics-Clean, Invalidation of	479
8 Aug. OT Colour Flash-Colour Flash Addition	479
12 Aug. The Operating Thetan Course	480
12 Aug. OT Course	see-483
16 Aug. Clearing Course Security	480
17 Aug. Routing and Handling of SHSBC Students	468
22 Aug. Bonuses Adjusted (amendment &	

12 Oct. Duration of SHSBC and Solo Course	
Requirements	470
14 Oct. Clearing Course Folders (cancels 3 Feb. 1966)	481
17 Oct. Bonuses	Vol. 3-209
18 Oct. SH Staff Auditor's Purpose	579
7 Nov. Clear Check-outs in Continental Orgs	482
10 Nov. Clearing Course & OT Course Materials	we-492
14 Nov. OT Course (replaces 12 Aug. 1966)	483
21 Nov. Addendum to HCO Pal Ltr of	
17 October 1966, "Bonuses"	Vol. 3-211
16 Dec. Clearing Course Regulation	483
29 Dec. Routing and Handling of SHSBC, Dianetic,	
Solo VI and Academy Students	198
30 Dec. What the SHSBC Student Needs to Know	
about Foundation	471

1967

17 Jan. An Open Letter to All Clears	484
1 Feb. Student Auditing of Preclears	
(replaces 29 Oct. 1965)	226
3 Mar. Training Quality (reissue of 2 Nov. 196 1)	134
11 Apr. Section III OT Prerequisite	485
26 Apr. Staff on Saint Hill Advanced Courses	485
27 Apr. Tech Division Statistic (amends 30 Sept. 1965)	10
1 May Advanced Course Administration	4P6
21 May Theory Check-Out Data (reissue of	
4 Oct. 1964) (modifies, 24 Sept. 1964)	181
7 June Safeguarding Technology	
(reissue of 14 Feb. 1965)	49
7 June Responsibility Again (reissue of 17 Jan. 1962)	546
7 June Staff Auditors (reissue of 21 Aug. 1964)	567
21 June A Menage to the Executive Secretaries	
and All Org Staff-Quality Counts	
(reissue of 26 May 1961)	25
21 June HCO Standing Order No. 5-Students	
(reissue & amendment of 10 Jan. 1962)	156
23 June Enrolment on Self Daterminim	
(reissue of 10 Feb. 1964)	37
23 June Scientology Couren	
(reissue & amendment of 10 Apr. 1964)	174
23 June Policies on Physical Healing, Insanity	
and Potential Trouble Sources	
(reissue of 27 Oct. 1964)	Vol. 1-517
6 July Advanced Conran Supervisors' Statistic	486
21 July Understanding and Tape Lectures	
(reissue of 16 Sept. 1964)	176
11 Aug. Second Dynamic Rules	89
7 Sept. Supervisor's Stable Data	
(reissue & amendment of 2 Dec. 1962)	143
12 Sept. Clearing and OT Course Regulations	
Clearing and OT Course Supervision	
(replaces 30 Sept. 1966 & combines	
it with 28 Sept. 1966)	487
13 Sept. Further Material on Study-Examinations	
(reissue of 16 Mar. 1965)	184
IS Sept. The Supervisor's Code	141
18 Sept. Study-Complexity and Confronting	199
19 Sept. Releaws-Vitel Data	
(revised reissue of 10 May 1965)	387
20 Sept. Confidential Data	90
22 Sept. Dianetic Auditor's Course Auditing Policy	230
22 Sept. Solo Auditing Folders	475
4 Oct. Auditor and Org Individual Stars	10
18 Oct. Academy Check Sheets-Supervisor Conditions	201
23 Oct. Students Weekly Reports to Ron	
(reissue of 8 Dec. 1961)	see-155
2 Nov. Tech Division, Departments of Tech Services,	
Training and Processing	2
12 Nov. Clearing and OT Course Regulations	
(continues 30 Sept. 1966)	488
20 Nov. Out Tech	90
21 Nov. Additional Policies on Advanced	
Courses Security	489
22 Nov. Out Tech	Vol. 1-472
(see also revised reissue 18 July 1970, page 215)	
27 Nov. R 6 Materials	475
27 Nov. Bonn= Adjusted (addition to	
17 Oct. 1966, cancels 22 Aug. 1966)	Vol. 3-211

	addition to 9 May 1966)	Vol. 3-207		1968	
13 Sept.	Requirement for Termination on the SHSBC and Enrolment on Solo Course	468	9 Jan.	Cancellation of HCO PL of 12 Sept. 1967 and HCO PL of 13 Sept. 1967	491
28 Sept.	Clearing & OT Course Regulations Clearing & OT Course Caw Supervision see-487		28 Jan.	Cancellation	see-490
30 Sept.	Clearing and OT Course Regulations	we-487	23 Feb.	Dianetic Auditor's Course Auditing Policy	231
5 Oct.	Students Terminating-Leave of Absence Blown Students	469	24 Feb.	Fast Flow for SHSBC Students' Preclears (amends 30 Dec. 1966)	472
12 Oct.	OIC Graphs-Clearing and OT Course		2 Mar.	Advanced Course-Security Check	Vol. 1-476
	Div IV Statistics, LRH Comm Statistic	9	8 Mar.	Checksheen	202
12 Oct.	Examinations	198	23 Apr.	Parent or Guardian Assent Forms	Vol. 2-283

1968(cort.)

31 May	Scientology Technology	91
31 May	Auditors	Vol. 0- 42
*29 June	Enrollment in Suppressive Groups (amends 28 Dec. 1965) Vol. 1-484, Vol. 2-284	
24 Aug.	Dissemination	91
26 Aug.	Security Checks Abolished	Vol, 1-486
14 Oct.	The Auditor's Code AD IS	111
19 Oct.	Course Completion-Student Indicators	202
24 Oct.	Supervisor Know-How-Running the Class	203
24 Oct.	Supervisor Know-How-Handfing the Student	204
24 Oct.	Supervisor Know-How-R Factor to Students	205
24 Oct.	Supervisor Know-How Tips in Handling Students	206
28 Oct.	Technical Reports (cancels 20 Mar. 1964)	92
28 Oct.	Classified Materials	493
29 Oct.	Clan VIII CIS Qual Star	607
2 Nov.	Auditor's Code Add to Pol Ltr 14 October AD 18	see- 112
21 Nov~	Senior Policy	92
16 Dec.	Security Div I	Vol. 1-490

1969

17 Jan.	Pc Attestations	607
20 Jan.	A Vital Target-Trained Auditor Programme (LRH ED 81 INT)	93
25 Jan.	Dianetic Auditor's Course Auditing Policy	231
29 Jan.	Maintaining Standard Tech	9S
5 Feb.	Press Policy-Code of a Scientologist Vol, 0- 25	
21 Feb.	Cancellation of Pol Ltr of November 5, 1964	Vol. 1-523
13 Mar.	Addition to HCO Pol Ltr of 2~ June 1967	Vol. 1-5,23
31 Mar.	Completions Statistic, Triple Grades, Tech & Qual Divisions	11
6 Apr.	Dianetics	232
6 Apr.	Dianetic Registration	see-257
8 Apr.	Cancellation of HCO PL 31 March 1969	11
5 May	Dianctic Course Examinations	233
5 May	Auditor's Code and Dianctics	234
7 May	Students Guide to Acceptable Behaviour	235
7 May	Hubbard Standard Dianetics Course Policy	237
7 May	Policies on "Sources of Trouble"	Vol. 1-525
8 May	How to Teach a Course	207
8 May	Enturbulative Students	208
8 May	Fast Flow by Attestation	237
8 May	Teaching the Dianctics, Course (HCOB)	238
8 May	Out Tech (revision of 22 Nov. 1967)	239
11 May	Standard Admin for Training & Tech Services	125
14 May	How to do a Starrate Checkout	240
14 May	Star Rate Checkouts on Standard Dianctics Course	see-262
16 May	Course Administration	209
19 May	Hubbard Standard Dianetics Course Policy (cancels 7 May 1969)	241
20 May	Hubbard Standard Dianetics Course Course Materials Papers and Files	242
20 May	Keeping Dianetics Working in an Area (HCOB) M	
23 May	Dianetic Contract	247
23 May	Dianctics Course Student Auditing	251
23 May	Parent or Guardian Anent Forms	Vol. 2-289
24 May	Progress Board	249
24 May	Dianetics Course Supervision and Administration-Supervisor Checkouts	252
29 May	Dianetic Certificates	126
1 June	Dianetics Training	253
3 June	Legal Statement concerning Dianetics & Medical Practice Laws	254
3 June	Dianetic Course Pricing	Vol. 3-236
7 June	Dianetica-Points <i>Which Go Out</i> and Wreck Pea (HCOB)	255
11 June	Materials, Scarcity of (HCOB)	126
12 June	Diametic Registration (revises 6 Apr. 1969)	257
24 June	Dianetics-Pre-Auditing Examination	259
11 July	Supervision (HCOB)	260
22 July	Fast Flow Training (canctIs 28 Jan. 1969)	210
23 July	Auditor Assignment Policies	127
27 July	What is a Checksheet	211
27 July	Antibiotics (HCOB)	Vol. 2-332
29 July	Course Administration Roll Book	IZ8
30 July	Student Progress Board (cancels 24 May 69)	212
3 Aug.	Starrate Checkouts on Standard Dianetica Course (corrects & replaces 14 May 1969)	262
2 Sept.	Old ACC Students	359

1969(.o.t.)

22 Sept.	HGC Statistic (amends 30 Sept. 1965 & 31 Mar. 1969)	12
5 Oct.	Dianetic Courses, Wildcat (revised & reissued 10 Dec. 1969)	263
20 Oct.	Technical Divisions Promotion and Responsibility	96
26 Oct.	Clan VIII & HDG	494
27 Oct.	Training Aids (reissue of 2 Aug. 1962)	see- 160
8 Nov.	Tech Services (FO 2 175 missued as HCO PL 16 Apr. 1970)	113
15 Nov.	Rights and Duties	,98
IS Nov.	Clan VIII Retread	Vol. 3-239
17 Nov.	Dianetics, and Scientology Services (cancels 5 May 1969, 17 May 1969 & 26 Oct. 1969)	401
28 Nov.	Class VIII Retread (15 Nov. 1969 corrected)	Vol. 3-239
3 Dec.	Solo Auditing and Pregnancy	491
6 Dec.	Tech Retreads and Retraining	see-216
10 Dec.	Diametic Courses, Wildcat (revised reissue of 5 Oct. 1969)	263
11 Dec.	Training of Clean	Vol. 2-299

1970

16 Jan.	Clan VIII Requirement	494
19 Jan.	R4strara' Advice Form (HCOB)	Vol. 2-339
20 Jan.	Class VIII Retread (corrects 28 Nov. 1969 & 15 Nov. 1969)	Vol. 3-242
4 Feb.	Pc Application Form for any Major Auditing Action	Vol. 2-341
4 Feb.	Pe Application for Major Actions (HCOB)	Vol. 2-343
23 Feb.	Ethics-Quality of Service	100
16 Apr.	Tech Services (formerly FO 2175, 8 Nov. 1969)	113
17 Apr.	An Auditor and "The Mind's Protection"	580
10 May	Single Declare (cancels 6 Aug. 1966)	403
16 May	Institutional and Shock Cases, Petitions from	Vol. 1-529
30 May	Cutatives	102
3 June	Orders to Divisions for Immediate Compliance (LRH ED 107 INT) (excerpt: Division IV)	104
8 June	Student Auditing (cancels 29 Oct. 1965, 23 May 1969 11, 17 May 1965 & 17 May 1965 11)	227
15 June	Keeping Scientology Working (reissue of 7 Feb. 1965) (reissued 28 Jan. 1973)	44
17 June	Technical Degrades	106
17 June	OIC Change-Cable Change	Vol. 1-359
4 July	Classification, Gradation and Awareness Chart (reissue of 5 May 1965)	384
18 July	Out Tech (revised missue of 22 Nov. 1967)	215
22 July	Tech Retreads and Retraining (amends 6 Dec. 1969)	216
2 Sept.	Instruction Protocol-Official (reissue of 20 Nov. 1950)	108
14 Oct.	Division IV Org Board, Ideal Scenes and Slats	13

1971

5 Feb.	Org Gross Divisional Statistics Revised (excerpt: Tech Div 4) (amends 30 Sept. 1965)	20
5 Mar.	The Fantastic New HGC Line (HCOB)	581
6 May.	Line Design-HGC Lines, An Example	585
16 Mar.	What is a Course?	217
6 Apr.	Power Badges	597
11 Aug.	Advanced Courses Materials-Security of Data (replaces 10 Nov. 1966)	492
25 Aug.	How to Get Results in an HGC (HCOB)	586
28 Sept.	Selling and Delivering Auditing	589

2 Sept. Correction to HCO PL 12 June 1969
Dianetic Registration see-258
2 Sept. Triple Grades Vol. 2-294
3 Sept. Successful Clan VIIIS 493
3 Sept. Former HDAs, HPAs Vol. 2-295, Vol. 3-238

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