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The
Organization Executive
Course

AN ENCYCLOPEDIA OF SCIENTOLOGY POLICY

by
L. Ron Hubbard
FOUNDER OF DIANETICS AND SCIENTOLOGY

TECHNICAL
DIVISION

4

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350	23	Feb.	1960	ACC	Files
351	24	Feb.	1960	ACC	Hats
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359	28	Dec.	1961	Clearing	Courses
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365	13	Feb.	1964		Classification
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 379 30 July 1964 Gradation Programme, Revised
 40 23 Sept. 1964 Auditing and Training Policies (excerpt)
 380 11 Dec. 1964 Full Table of Courses and Classification
 383 17 Mar. 1965 Clearing and Training
 454 14 Apr. 1965 Classification on GPMs
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 384 (reissued 4 July 1970)
 387 10 May 1965 Releases-Vital Data (revised & reissued 19 Sept. 1967)
 389 28 June 1965 Releases, Different Kinds (HCOB)
 390 5 Aug. 1965 Release Stages (HCOB)
 392 23 Aug. 1965 Classification at Upper Levels-Temporary Measure
 393 30 Aug. 1965 Release Stages (HCOB)
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 398 27 Sept. 1965 Release Gradation-Additional Data (HCOB)
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 387 19 Sept. 1967 Releases-Vital Data (revised reissue of 10 May 1965)
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 403 10 May 1970 Single Declare (cancels 6 Aug. 1966)
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406	18	Oct.	1961	Examinations
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409	13	Feb.	1962	3D Criss Cross Items
410	14	Feb.	1962	Saint Hill Retreads (amends 19 Dec. 1961)
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 411 5 July 1962 Course Rotation
 411 9 July 1962 Mimeo and Magazine Distribution, Sthil Course
 404 9 July 1962 Special Briefing Course
 552 19 July 1962 Clearing-Free Needles
 412 12 Sept. 1962 Saint Hill Graduates
 413 20 Sept. 1962 Co-Audit Unit
 414 27 Sept. 1962 Pay for Goals Finding
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 415 2 Oct. 1962 Termination & Classification
 417 3 Oct. 1962 Rooms, Emptying for Cleaning
 335 21 Oct. 1962 Auditing Supervisor and Auditing Instructors, Duties of
 417 28 Oct. 1962 Z Unit-Case Review
 418 28 Oct. 1962 Co-Audit Suspended
 418 8 Nov. 1962 Departure Form
 405 12 Nov. 1962 Purpose of the Saint Hill Special Briefing Course
 420 14 Nov. 1962 Terminations from the Saint Hill Special Briefing Course
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 421 1 Dec. 1962 V Unit-New Students-Saint Hill Special Briefing Course
 422 6 Dec. 1962 Saint Hill Special Briefing Course
 423 8 Dec. 1962 Training-Saint Hill Special Briefing Course
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 453

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458 24 May 1965 Student Guide to Acceptable Behaviour
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 484 17 Jan. 1967 An Open Letter to All Clears
 485 11 Apr. 1967 Section III OT Prerequisite
 485 26 Apr. 1967 Staff on Saint Hill Advanced Courses
 486 1 May 1967 Advanced Courses Administration

486 6 July 1967 Advanced Courses Supervisors' Statistic

12 Sept. 1967 Clearing and OT Course Regulations
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487 12 Nov. 1967 Clearing and OT Course Regulations (continues 30 Sept. 1966) 488

489 21 Nov. 1967 Additional Policies on Advanced Courses Security

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492 11 Aug. 1971 Advanced Courses Materials-Security of Data
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495	20 May 1954	The Auditors of the Clinic (extract from Clinical Procedure)
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496	26 Sept. 1956	Procedure for Putting Auditors on Staff (Org Bulletin)
496	15 Nov. 1956	HGC Preclear Complaints (HCOB)
22	7 May 1957	Assignment of Auditors, Rooms, Students
129	13 May 1957	Financial Enrollment Procedure

17 May 1957 The Hubbard Guidance Center
 496

1 June 1957 Rights of the Directors of Training & Processing, Staff
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10 June 1957 What to Tell New HGC Auditors to Process on Preclears
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10 July 1957 Hiring of Staff Auditors
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 498

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 515 22 Jan. 1960 Requirements for HGC Auditors
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 517 17 Sept. 1960 Giving the Pc Full Hours
 24 14 Nov. 1960 Sign Up of Students & Pcs-Acceptance by D/P & D/T (excerpt)
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 117 19 Nov, 1960 Pc Scheduling
 3-249 22 Nov. 1960 There will be no professional rates... (SA only) Vol.
 518 10 Jan. 1961 A Brief Outline of an HGC as Currently Done
 117 30 Jan. 1961 Case Files
 6 14 Feb. 1961 The Pattern of a Central Organization
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 3-228 27 Feb. 1961 Free Courses Vol.

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525	31	Mar.	1961	The Director	of	Processing's	Case	Checking Hat
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543	28	Dec.	1961			HGC	Allowed	Processes
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570	27	May	1965	Processing
571	14	June	1965	Folders, Marking of
601	17	June	1965	Staff Auditor Advices
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572	12	July	1965	Release Policies-Starting the Pc
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577	19	Nov.	1965	Auditing Reports
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78 1 Feb. 1966 HGC Cure-Interne Training and Staff Auditors
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 567 7 June 1967 Staff Auditors (reissue of 21 Aug. 1964)
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 10 4 Oct. 1967 Auditor and Org Individual Stats
 1-486 26 Aug. 1968 Security Checks Abolished Vol.
 111 14 Oct. 1968 The Auditor's Code AD 18
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 580 17 Apr. 1970 An Auditor and "The Mind's Protection"
 227 8 June 1970 Student Auditing (cancels 29 Oct. 1965, 23 May 1969 II,
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 581 5 Mar. 1971 The Fantastic New HGC Line (HCOB)
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 586 25 Aug. 1971 How to Get Results in an HGC (HCOB)
 589 28 Sept. 1971 Selling and Delivering Auditing

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 387 10 May 1965 Releases-Vital Data (revised & reissued 19 Sept. 1967)

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38	24	Feb.	1964	Technical Supervision Changes			
600	24	Feb.	1964	Nomination of Case Supervisor			
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78	1	Feb.	1966	HGC	Cure-Interne	Training	and Staff Auditors
607	29	Oct.	1968	Class	VIII	C/S	Qual Stat
607	17	Jan.	1969		Pc	Attestations	
245	20	May	1969	Keeping	Dianetics	Working	in an Area (HCOB)
98	15	Nov.	1969		Rights	and	Duties
2-339	19	Jan.	1970	Registrars'	Advice Form	(HCOB)	Vol.
2-341	4	Feb.	1970	Pc	Application Form	for any Major Auditing Action	Vol.
2-343	4	Feb.	1970	Pc	Application for Major Actions	(HCOB)	Vol.
581	5	Mar.	1971	The	Fantastic	New	HGC Line (HCOB)
585	6	Mar.	1971	Line	Design-HGC	Lines,	An Example

xx

Appendix

OUTSIDE AUDITING

608	20	May	1957		Outside	Auditing
608	9	July	1957	Private	Preclears of HASI Staff	
608				Auditing	Limit	(Assoc Sec Directlye)

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

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

org board section graphic

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 NOVEMBER 1967

Remimeo

HCO Exec Sec Hat

Org Exec Sec Hat

Tech Sec 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

HGC Pc Assignment Clerk

HGC Room Assignment Clerk

HGC Priority List Clerk

HGC Pc Location Clerk

HGC Files Clerk

SERVICE SECTION

Service Administrator

Information Clerk
Housing Clerk
Transportation Clerk
Passport Clerk
Student/Pc 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 Supervisor
Dianetic Co-Audit Supervisor

ACADEMY COURSES SECTION

Academy Courses Chief Supervisor
Dianetic Auditor Course Supervisor
Level 0 Supervisor
Level I Supervisor
Level II 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.

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

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HCO POLICY LETTER OF 27 NOVEMBER 1959

[Excerpt]

CenOCon

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

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

HUBBARD CLEARING SCIENTOLOGIST COURSE

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

COMMUNICATION COURSE

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

UPPER INDOCTRINATION COURSE

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

THEORY & PRACTICE COURSE

practice Purpose: To create a competent auditor with a good grasp of theory and 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 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
(Excerpt)

Cen Orgs
Copy for each
Staff Hat
Not for Franchise

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 mouth, 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 fails 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.ScN (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 case of more than 30 pcs/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 11 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 LRH".

All these are ultimately received by HCO WW.

L. RON HUBBARD

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

6

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 ill Basic Staff Volume 0, starting on page

84.)

51. TECHNICAL SECRETARY - Co-ordinates and gets done the promotional functions of Division 4.
52. 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 II (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 ill 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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HCO POLICY LETTER OF 30 SEPTEMBER 1965

[Excerpt]

Remimeo
Advisory Councils
Advisory Committees

STATISTICS FOR DIVISIONS

Tech Division 4

Number of students and pcs 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.

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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 11,

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 11, FEBC Executive Director Org

GDSes, in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 12 OCTOBER 1966

St Hill and

WW only

Gen Non-Remimeo

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 I. 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.

L. RON HUBBARD

Founder

LRH:rd

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HCO POLICY LETTER OF 27 APRIL 1967
(Amendment to HCO Policy Letter of 30 Sept 1965,

Gen Non-Remimeo "Statistics For Divisions')

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.

0

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 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 Sec'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 lefs 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.

Investigation

Written by a Board of

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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HCO POLICY LETTER OF 4 OCTOBER 1967

BPI
Auditor
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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Founder

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HCO POLICY LETTER OF 31 MARCH 1969

Remimeo
Tech & Qual
Hats
OIC 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 Sec 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.

WW

David Dunlop Int Tech Officer

Jim Keely Qual Sec WW
Bruce Glushakow HCO Area Sec 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 31st 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.

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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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 22 SEPTEMBER 1969

Remimeo

(Amends HCO Policy Letter of 30 Sept 1965)
(Amends HCO Policy Letter of 31 Mar 1969, II,
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.

TECH DIVISION

The statistic is the number of successful auditing hours delivered.
Number of student completions.

DEPT OF PROCESSING

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 Sec UK
Allan Ferguson -- Qual Sec WW
Rosalie Vosper -- HCO Area Sec WW
Ad Council WW

Anne Tampion -- HCO Exec Sec WW
Allan Ferguson -- Org Exec Sec WW
Tom Morgan -- Public Exec Sec 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
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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 Star.

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 pre-

clears and large numbers of well trained graduated auditors who are able and willing to audit and train others.

Star: 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

STUDENT/PC 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.

STUDENT/PC 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
for every item backlogged, misfiled or omitted. and plus ten
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

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who registrar and cashier, and plus five for any paid preclear 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
has that there are no distractions and no auditor or preclear
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.

PC LOCATION CLERK

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
Area transport and area services with security in and good PR
Control.

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

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

INFORMATION 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.

HOUSING 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.

PASSPORT CLERK

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.

TECH RESERVATIONS UNIT

TECH RESERVATIONS ADMINISTRATOR

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 everyone 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 of 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

and audited graduated auditors who are willing and able to train
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 CHIEF SUPERVISOR

Stat: Combined points of all students on Dianetic courses based on the

Flag Authorized Point System.

HSDC SUPERVISORS

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 SUPERVISOR

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
next trained fully audited auditors who continue on up to the
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 SUPER VISOR

UNIT C SUPER VISOR

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.

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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 AUDIT 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 AUDIT 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 1 Feb '66, 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.

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 F/N, 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 F/N VGI at Examiner
plus 1/2 hour credit for every hour spent on folder error
summaries, plus credit for past sessions that ended with F/N VGIs which
did not last to the Examiner but brought about case progress and
F/N VGIs later. If sessions had no flubs.

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

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[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

1. 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."

HCO Aide
for
L. RON HUBBARD
Founder

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[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

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

FOUNDING CHURCH POLICY LETTER OF 1 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 preclears 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

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.

HUBBARD

L. RON

LRH:rd

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HCO INFORMATION BULLETIN OF 1 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.
2. 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.

0

2. Signed up for a course for which student not qualified by earlier training.

3. Non-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 preclear 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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NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE

HUBBARD COMMUNICATIONS OFFICE
37 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

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[Note: The complete Policy Letter, entitled URGENT PR R, can be found in Volume 2, page 261.]

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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. Thats 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 can 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 Pre-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. Were making a

new one, So lets 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 bulls eye. You can release

and clear. You can train auditors well. Well, Christ! Lets 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

wildly a withhold been missed on you?" Clean up those missed. If other ruds

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 org there and raise your units.

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

L. RON HUBBARD

LRH:sf.cden

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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 mayor may not fill these posts elsewhere than London and DC. But I feel it

would increase income and effectiveness.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 MARCH 1962

CenOCon

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 Academy 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.

L. RON HUBBARD

LRH:ph.rd

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[See also HCO P/L 11 August 1967, Second Dynamic Rules, 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 Directors 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 pcs 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

HCO on staff auditing schedules. Staff staff auditing in this respect includes 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 pcs 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 can no longer perform her basic functions.

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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.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1963

CenOCon

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

Directors 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 Directors 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.

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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 HCOs at Washington

DC, Los Angeles, London, Capetown and Melbourne. These reports should be run off

on lightweight airmail paper, foolscap size (13" x 8'), 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.

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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

ENDING _____ AT _____ ORG FOR WEEK

1. HGC.

Number of HGC pcs 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 absoluteiy and personally certain that every HGC Preclear achieves positive and real gains in every week's intensive in this HGC.

Director Initial _____ Technical

2. Academy.

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

spent _____ hours

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.

Director Initial_____ Technical

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.

Director Initial_____ Technical

4. FE Foundation.

I have personally visited the PE Foundation _____ times this week _____

hours spent.

Number on PE Course _____ Number on Comm Course _____

Number on other Courses (state name of Course also)

Number of Sign-ups from PE Course this week

Comment on PE Foundation as a whole this week _____

I have seen that the PE Foundation and scheduling are well done and that no

departure is being made which will discourage PE attendees from enrolling.

Director Initial _____ Technical

5. Technical at District Offices in this Org Control Area

I have received and inspected this week the 2S-hour OCA (or equivalent Graphs from the following District Offices _____

I have personally interviewed each District Officer (after Adcom) this week.

What advice was sought _____

I have personally made this week a monthly spot-check on _____ (location of District Office(s)).

I am seeing that the technical is of the highest possible standard on the Co-audit at each District Office in this Central Org Control Area.

Director Initial _____ Technical

6. Course Lectures and Functions.

I have checked and made certain that the proper technical subject matter only was given at these this week.

Director Initial _____ Technical

7. Staff Technical Training.

_____ Total number of passes this week

_____ Total number of flunks this week

_____ Total number of check-outs this week

The following staff (names) _____

_____ passed final examination by HCO this week (state also classification after each name).

Comment on Staff Training as a whole this week_____

Director Initial_____ Technical

8. Comments and suggestions and recommendations_____

Best,

Director (Signed) Technical

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 D/P for action, then to HGC Admin for filing in pc'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 D/P's end-
of-
week/end-of-Intensive* Interview with pc, and handed to D/P.)

Director of Processing Interview Report

E-Meter reading at start of Interview. T/A_____ Sens_____ Type of
Needle_____

(D/P hands pc's copy of Test results to pc. All 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
pc _____

(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)*

D/P readies pc towards end of Interview, then asks:

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

D/P nulls before ending Interview.

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

D/P 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 D/T 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
Comment_____ Instructors

Date_____ Signed_____ Unit
Instructor

(All the above is to be completed in time for students 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 are 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

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

To : RON

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 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 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? _____

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 _____

Best,

(Signed) Technical Director

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

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1963

CenOCon

HCO WW POST DISBANDED - HCO TECHNICAL 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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HCO POLICY LETTER OF 11 APRIL 1963

CenOCon

TECHNICAL DIRECTOR'S 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 Sec 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.

Executive

Issued by: Robin Hancocks
Deputy HCO

Secretary WW

Authorized by: L. RON HUBBARD

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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 Sec 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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HCO POLICY LETTER OF 4 OCTOBER 1963

CenOCon

TECHNICAL COUNCIL

PURPOSE: To uphold and increase the Technical Excellence of the
Organiza-
tion 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.

SCHEDULE: 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.

HUBBARD

L. RON

LRH:dr.aap

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HCO POLICY LETTER OF 10 FEBRUARY AD 14

(Reissued on 23 June 1967)

Remimeo

Tech Sec's Hat

Qual Secs 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 on 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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HUBBARD COMMUNICATIONS OFFICE
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 Sec 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 Sec (Chairman); the Assoc Sec/Org Sec; 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 (FC) 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 Sec 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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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 MARCH AD14

CenOCon

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.

HUBBARD

L. RON

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1968,

[Cancelled by HCO P/L 28 October

Technical Reports, page 92.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 AUGUST 1964

General
Remimeo
Magazine
Editors
Dissem 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.

L. RON HUBBARD

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 propoganda 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 £50. U.S. about \$500. Australia about £75. South Africa about £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-1-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 top 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.

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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

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trouble. The org is not able to train such staff or hold a standard and acts only as a procurer of pcs for field auditors. The public stays away from such HGCs in droves by actual test. The practice is called "Hiring Consulting auditors". 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 pcs 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 12-1/2 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

LRH:jw.rd

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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 HCO P/L 18 April 1965, Prices Lowered because of New Organization Streamline, Volume 3, page 93.]

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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

(Reissued 28, 7.73 to correct word on p. 48,
para 2. [Change in this type style.]

Ds of T Hat
Staff Member Hat
Franchise
(issued May 1965)

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

ALL LEVELS

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

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

The only thing now is getting the technology applied.

If you can't get the technology applied then you can't deliver what's

promised. It's as simple as that. If you can get the technology applied,
you can
deliver what's promised.

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

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

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

Getting the correct technology applied consists of:

- One: Having the correct technology.
- Two: Knowing the technology.
- Three: Knowing it is correct.
- Four: Teaching correctly the correct technology.
- Five: Applying the technology.
- Six: Seeing that the technology is correctly applied.
- Seven: Hammering out of existence incorrect technology.
- Eight: Knocking out incorrect applications.

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

Ten: Closing the door on incorrect application.

One above has been done.

Two has been achieved by many.

Three is achieved by the individual applying the correct technology in a

proper manner and observing that it works that way.

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

Five is consistently accomplished daily.

Six is achieved by instructors and supervisors consistently.

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

Eight is not worked on hard enough.

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

Ten is seldom done with enough ferocity.

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

any area.

The reasons for this are not hard to find. (a) A weak certainty that
it

works in Three above can lead to weakness in Seven, Eight, Nine and Ten.
(b)

Further, the not-too-bright have a bad point on the button Self-
Importance. (c)

The lower the IQ, the more the individual is shut off from the fruits of
observation. (d) The service facts of people make them defend themselves
against

anything they confront good or bad and seek to make it wrong. (e) The bank
seeks

to knock out the good and perpetuate the bad.

Thus, we as Scientologists and as an organization must be very alert
to

Seven, Eight, Nine and Ten.

In all the years I have been engaged in research I have kept my comm
lines

wide open for research data. I once had the idea that a group. could
evolve

truth. A third of a Century has thoroughly disabused me of that idea.
Willing as

I was to accept suggestions and data, only a handful of suggestions (less
than

twenty) had long run value and none were major or basic; and when I did
accept

major or basic suggestions and used them, we went astray and I repented
and

eventually had to "eat crow".

On the other hand there have been thousands and thousands of
suggestions

and writings which, if accepted and acted upon, would have resulted in the
complete destruction of all our work as well as the sanity of pcs. So I
know

what a group of people will do and how insane they will go in accepting
unworkable "technology". By actual record the percentages are about twenty
to

100,000 that a group of human beings will dream up bad technology to destroy

good technology. As we could have gotten along without suggestions, then, we had

better steel ourselves to continue to do so now that we have made it. This point

will, of course, be attacked as "unpopular", "egotistical" and "undemocratic".

It very well may be. But it is also a survival point. And I don't see that popular measures, self-abnegation and democracy have done anything for Man but push him further into the mud. Currently, popularity endorses degraded novels, self-abnegation has filled the South East Asian jungles with stone idols and corpses, and democracy has given us inflation and income tax.

Our technology has not been discovered by a group. True, if the group

had not supported me in many ways I could not have discovered it either. But

it remains that if in its formative stages it was not discovered by a group,

then group efforts, one can safely assume, will not add to it or successfully

alter it in the future. I can only say this now that it is done. There remains,

of course, group tabulation or co-ordination of what has been done, which will

be valuable only so long as it does not seek to alter basic principles and successful applications.

The contributions that were worth while in this period of forming the

technology were help in the form of friendship, of defense, of organization,

of dissemination, of application, of advices on results and of finance. These

were great contributions and

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

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

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

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

Whenever this control as per Seven, Eight, Nine and Ten has been relaxed the whole organizational area has failed. Witness Elizabeth, N.J., Wichita, the early organizations and groups. They crashed only because I no longer did Seven,

Eight, Nine and Ten. Then, when they were all messed up, you saw the obvious

"reasons" for failure. But ahead of that they ceased to deliver and that involved them in other reasons.

The common denominator of a group is the reactive bank. Thetans without

banks have different responses. They only have their banks in common. They agree

then only on bank principles. Person to person the bank is identical. So constructive ideas 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 pcs than any other student on the course!" Figures of 435 TA

divisions a session are reported. "Of course his model session is poor but it's

just a knack he has" is also included in the recommendation. A careful review is

undertaken because nobody at levels 0 to IV is going to get that much TA on pcs.

It is found that this student was never taught to read an E-Meter TA dial! And

no instructor observed his handling of a meter and it was not discovered that he

"overcompensated" nervously, swinging the TA 2 or 3 divisions beyond where it

needed to go to place the needle at "set". So everyone was about to throw away

standard processes and model session because this one student "got such remarkable TA". They only read the reports and listened to the brags and never

looked at this student. The pcs in actual fact were making slightly less than

average gain, impeded by a rough model session and misworded processes. Thus,

what was making the pcs win (actual Scientology) was hidden under a lot of departures and errors.

I recall one student who was squirreling on an Academy course and running a lot

of off-beat whole .track on other students after course hours. The academy students were in a state of electrification on all these new experiences and

weren't quickly brought under control and the student himself never was given

the works on Seven, Eight, Nine and Ten so they stuck. Subsequently, this student prevented another squirrel from being straightened out and his wife died

of cancer resulting from physical abuse. A hard, tough instructor at that moment

could have salvaged two squirrels and saved the life of a girl. But no, students

had a right to do whatever they pleased.

Squirreling (going off into weird practices or altering Scientology) only

comes about from non-comprehension. Usually the non-comprehension is not of

Scientology but some earlier contact with an off-beat humanoid practice which in

its turn was not understood.

When people can't get results from what they think is standard practice,

they can be counted upon to squirrel to some degree: The most trouble in the

past two years came from orgs where an executive in each could not assimilate

straight Scientology. Under instruction in Scientology they were unable to define terms or demonstrate examples of principles. And the orgs where they were

got into plenty of trouble. And worse, it could not be straightened out easily

because neither one of these people could or would duplicate instructions.

Hence, a debacle resulted in two places, directly traced to failures of

instruction earlier. So proper instruction is vital. The D of T and his

Instructors and all Scientology Instructors must be merciless in getting Four,

Seven, Eight, Nine and Ten into effective action. That one student, dumb and

impossible though he may seem and of no use to anyone, may yet some day be the

cause of untold upset because nobody was interested enough to make sure

Scientology got home to him.

With what we know now, there is no student we enrol who cannot be properly

trained. As an instructor, one should be very alert to slow progress and should

turn the

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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. Pattycake comes to us to be taught, turn that wandering doubt in her eye into a fixed, dedicated glare and she'll win and we'll all win. Humour her and we all die a little. The proper instruction attitude is, "You're here so you're a Scientologist. Now we're going to make you into an expert auditor no matter what happens. We'd rather have you dead than incapable."

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

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

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

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

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

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

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

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

Remember, this is our first chance to do so in all the endless trillions of years of the past. Don't muffle 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

Remimeo "instructor" replaced by "supervisor".)

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 traveled.

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

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

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

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

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

Scientology is a workable system. It white tapes the road out of the labyrinth. If there were no white tapes marking the right tunnels, Man would

just go on wandering around and around the way he has for eons, darting off on

wrong roads, going in circles, ending up in the sticky dark, alone.

Scientology, exactly and correctly followed, takes the person up and out

of the mess,

So when you see somebody having a ball getting everyone to take peyote

because

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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.

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 FEBRUARY 1965

Remimeo

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 prelearns 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

Gen Non-Remimeo

HCO Sec Hat

HCO JUSTICE DATA RE ACADEMY & HGC

Tech Sec Hat

D of P Hat

HANDLING THE SUPPRESSIVE PERSON

D of T Flat

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 "reasonable" 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 entheta 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.

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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 dis creditable 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 (e) (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,

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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 miserable 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.

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

55

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!

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

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

them
Yes, you're right. They are nuts. The spin bins are full of either
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 psychiatrists. 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 can't 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 o/w. 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.

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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.

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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 cooperative, 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 HCO 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 pc 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 UCO 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.

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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 By. 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 B (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

I _____ having 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 Academies 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!

LRH:wmc.cden

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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

All Instructors' Hats
HCO Personnel Hats DIVISION 4
HGC Auditors' Hats TECHNICAL
Sthil Executives
Sthil Instructors ACADEMIES RELATION TO HCO JUSTICE
Sthil Staff Auditors STUDENT TRAINING

THE NO-GAIN-CASE STUDENT

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

Even indifferent auditing on even 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 8C 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:

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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 it "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

this 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 UCO. 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 ease". 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 pc loses

and gloom when their course pc 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 squirreling-chatter-

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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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 flatterer, 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

LRH:ml.cden

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 APRIL 1965

Remimeo	ETHICS
All Tech Div HATS	TRAINING AND PROCESSING
Preclears	REGULATIONS
Al Qual Div HATS	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)?"

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 HCO 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 any 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 misdemeanour.

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. Preclears 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 org without reporting to the Tech Sec, D of P or the Ethics Section first and who will not permit any auditor to handle the matter at the org 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 Saint Hill.

23. Charges against HGC or student preclears may also be made by the Tech Sec, the Qualifications Sec, 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 pcs 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.

LRH:wmc.cden

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Issue II,

[Amended by HCO P/L 27 October 1970,

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Book.]

The Course Supervisor, in the 1970 Year

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 28 APRIL 1965

Issue II

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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[Excerpt]

Remimeo

ETHICS

REVIEW

(Correction to HCO Pol Ltr 24 April 1965
and additional Ethics data)

As per HCO P01 Ltr of 28 April 1965, and others of later date,
orders to

auditing or training may not be made as a sentence or used in an Ethics
Court

or by a Comm Ev or any other reason. Auditing and training are awards.

A student who is disruptive of discipline and acts contrary to the
Ethics

Codes may not be ordered to Review by the D of P, D of T or Ethics
personnel or

other persons in an org.

ORDERING STUDENTS & PCs

Tech and Qualifications personnel, particularly the Tech Sec and
Qual Sec

and D of Estimations, the D of P and D of T, D of Exams and D of Review
and D of

Certs may order students or pcs to Review or to course or to HGC or
anywhere in

and around these two Divisions without any Ethics action being implied. It
is

just normal, done to get students and pcs on the road to higher levels.

Ethics actions may only suspend training or deny auditing.

Therefore, a student ordered to Ethics for discipline who does not
then

give adequate promise and example of good behaviour and compliance must be
thoroughly investigated even to his or her own area and in the meanwhile
may not

be trained or processed.

The student, however, may not be dismissed or expelled unless full
Ethics actions and procedures have been undertaken.

All sentences carrying a denial of training or processing must carry
a means of the right to be trained or processed being restored in a
specified time or under specified conditions.

STUDENTS AND PCs & ETHICS

The routine action of Ethics is to request a reappraisal of
behaviour and a signed promise of good behaviour for a specified time. If the student or
pc refuses to so promise, then the next action of Ethics is an investigation
of the student's course or pc's processing behaviour. When then confronted with
the data, if the student still refuses to promise, Ethics undertakes a full
investigation in the student's or pc's own area. If the student or pc
still refuses to co-operate, the student goes before a Court of Ethics which may
pass sentence.

RECOURSE

Only after sentence has been passed by a legal body such as a Court
of Ethics or Committee of Evidence or after an illegal disciplinary action
may a student or pc ask for a recourse.

Normally before asking for recourse a student or pc petitions the
Office of L. Ron Hubbard if unwilling to accept the discipline but this must be
done at once.

If the petition is unfavourably acted upon, the student or pc may ask for recourse.

Recourse must be requested of the Convening Authority that had local jurisdiction over the student or pc and may not be requested of higher authority. A request to higher authority than the Ethics activity that passed sentence is a petition, not recourse.

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[Note: A complete copy of this Policy Letter can be found in
Volume 1, pages 395-
-398.]

HUBBARD COMMUNICATIONS OFFICE
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Remimeo

HCO POLICY LETTER OF 1 JULY 1965

Tech Div Hats

Qual Div Hats

TECH DIVISION

Etbics Hats

QUAL DIVISION

Executive Hats

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 apparency 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.

WHEN Ethics, seeing tech statistics drop, must investigate all this and 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 Qua! personnel.

NOT THEORETICAL

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

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

When Tech and Qua! 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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HCO POLICY LETTER OP 5 JULY 1965

Gen Non Remimeo

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 Remimeo

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 Expeditors.

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
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HCO POLICY LETTER OF 7 JULY 1965

Remimeo

All Tech Hats

Tech Div

All Qual Hats

Qual Div

RELEASES, POLICY ON

Every HGC auditor and executive and every person in the Qua!
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.

do
If an auditor cannot detect it and if executives do not know what to
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.

even
If an auditor does not recognize floating needles and TA position
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.

The 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 EDs

1. 47 INT
2. 50 TNT
3. 51 TNT
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 Clear".

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 | 8 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

Gen Non Remimeo

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 pc's data awareness, all of which comes from the pc'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 pc 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 pc, 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 UT, 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 pc 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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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 26 JULY 1965

Remimeo
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
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 SEPTEMBER 1965

Issue IV
Gen Non Remimeo

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 determinism 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 enturbulence generated, both in the org and the public. Such

enturbulence 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.

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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 citydump. 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 II 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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[Modified by HCO P/b 12 October 1972 Issue I, 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.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 SEPTEMBER 1965
Issue II

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

Remimeo

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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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 1 FEBRUARY 1966

Gen Non-Remimeo

Issue III

Applies to

Saint Hill

HGC CURE

Info other orgs

INTERNE TRAINING AND STAFF AUDITORS

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

Interne and staff auditor and course supervisor training and the training

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 Qua!.

The Committee of Evidence of 1 Feb 66 revealed that the then Director of

Processing did not believe it possible to alter or change a statistic, that one

could only explain and justify one. It is possible also that the feeling that

one could not change a case was forced on staff auditors at that time. On this

possibility, anyone taking charge of interne and staff auditor training should

stress the truth that an auditor can change cases and can change them as fast as

his auditing is smooth and by-the-book. An auditor gets completions in exact

ratio to the letter perfectness of his auditing and his adherence to the exact

technology we now have in Scientology.

The Qual Sec need not necessarily change Interne Supervisors or times of

training unless he sees fit. It is pointed out that he is held responsible for

the quality of HGC auditor performance and technical knowledge and how he achieves this is up to him.

The Director of Processing is held responsible for the amount of auditing

time put in on pcs. Should results not occur by reason of poor auditor performance on the advice of the Case Supervisor he should order the auditor to

Qua!. 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 pcs done and interview pcs to check flatness or unflatness of processes. Checking must be done with a minimum of waiting time by

the auditor and pc. The D of P does not check out release grade attainments as

this is done by the Qual Examiner and any double examination (by both D of P and

Qual Examiner) must be held to a minimum.

The D of P also musters his auditors before the morning session and before

the afternoon session and hands out folders at these times with a minimum of

session time loss.

The Case Supervisor does the folders. The Case Supervisor does not interview cases but runs them by the book and folder. When a Case Supervisor

interviews cases or discusses them with the D of P or auditor it has been found

that only then do errors creep in and hold up progress. Therefore the Case Supervisor and D of P must not occupy the same office.

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

Case Supervisor is under the Tech Sec, not the D of P.

The D of P looks after staff auditors and Internes as Org personnel and is

their immediate superior.

The D of P is responsible for staff auditor procurement without absolving

HCO's personnel officer from it.

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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 Qua! 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 Qua! Sec the auditor may not

be permitted to audit, the Qual Sec informing the HCO Area Sec to transfer the

person or dismiss. Before the D of P can assign an auditor to audit he must have

an ok chit from Dir Rev.

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

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

at once.

Ethics Officer - All Ethics actions referred or found necessary.
Personnel Officer- Staff Auditor Procurement.
Dir Registration - New Internes.

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

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

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

In this case the action of auditing and responsibility for results as earlier organized crossed Tech, Qua! 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
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HCO POLICY LETTER OF 1 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 1 Div 1.

Neither of these policies absolves Dept 1 Div 1 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 Secs.

No other division than Qualifications may train staff.

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

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

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HCO POLICY LETTER OF 10 FEBRUARY 1966

Remimeo

Issue II

Tech Hats

Qual Hats

Ethics Hats

TECH RECOVERY

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

The following errors were found:

1. The HGC ceased to look for former release grades to rehabilitate and ignored opportunities to do so on the basis that "outer orgs have rehabbed them all already". This came out in the Comm Ev held on a D of P of that period. Of

course, if the HGC failed to rehab earlier grades (or earlier life overruns) it

could achieve no later grades or Grade V. This alone would have ended completions promptly on all grades and wiped out the graph.

2. Invalidation of the appearance of a free needle and invalidating any auditor who "thought he saw one". This wiped out all release attainments and

made for total overrun of all pcs of all grades. This error existed for 15 years

so it is not surprising that it got back in again.

3. Whenever an overrun occurred, "rehabilitation of it" was done by running different new processes instead of standard rehab routine as in HCOBs,

i.e. Doing ARC Break, PTPs, Rudiments, anything but a real rehab of that process

that was overrun.

4. Abandonment of standard tech in favour of unusual solutions. This is

always present when a collapse of Tech occurs.

5. One SP was found in the middle of all this but after his departure the

statistic did not recover so one can assume another SP was in the middle of it

still or that the HGC remained PTS and didn't separate from the SP found because

he was so convincing, so reasonable and so persuasive as to why a Tech statistic

must remain down.

It is interesting that (1) above-ceasing to rehab lower grades-would be

absolutely fatal to any upper grades. Therefore this becomes policy:

NO UPPER GRADE OF RELEASE MAY BE BEGUN NEWLY ON A PC UNTIL ALL LOWER

GRADES ARE FULLY REHABBED TO FREE NEEDLE. THIS APPLIES TO ALL GRADES 0 TO VII.

Regarding (2)-Invalidation of what a free needle is-and thus running past all free needles, let it be noted that this is an Auditor's Code Break-continuing a process that has ceased to produce change and is therefore a crime.

This was wrong too long to be allowed to go wrong again. Thus we get the policy:

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

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

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

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

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

Regarding (3)-Rehabilitation by using other processes-the HCOBs on rehabs

are very explicit. To 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-(I) rehabilitate earlier grades endlessly on a pc regardless of how many times a free needle had been obtained, (2) call any loosening up of a needle a free needle and (3) refuse to even 2-way comm with a pc under repair for overrun for fear it violates standard procedure for rehab.

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

The way to recognize a free needle is watch for one. When it happens you

will see one. Then you will never afterwards wonder. The free needles.
available

on a case can all be swallowed up by a failure to rehab all grades ever
by-

passed or overrun. If no free needles show up on a case at all then
partially

rehab any grade available for rehab back and forth until one has one of
them go

free needle and then get a free needle on the remainder. Life can also be
an

overrun and a pc never audited will respond to a rehab of "something
overdone".

This doesn't mean the pc went release before Scientology-it means that
purpose

overrun then jams-rehab of life situations of overrun consists of hitting
the

purpose that was overrun and when this is hit, the pc goes release in PT
and was

not a release in the past. An example is an overrun located in 20 AD when
the

person, alert to Christianity decided to be good, made it and then overran
it

for 1945 years. When the purpose was found (to be good) and dated and the
overrun spotted the needle went free. Rough auditing, bad TRs, "letting
the pc

Itsa", etc can swallow up free needles. Also a totally ARC Broke meter
that

won't read at all with bad indicators all over the place won't record a
read,

looks sometimes like a floating needle, the difference being the pc has
total

bad indicators-sour, mean, sad, etc. A free needle occurs most often after
a big

cognition and the unskilled auditor looks at the pc who is being bright
and

interesting and just doesn't see the needle float, asks more questions and
overruns, and the free needle vanishes-when a pc is cogniting, look at the
meter

not the pc. And the instant the TA starts up and the needle goes sticky
suspect

an overrun and check.

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

When the person checking out pcs is also the case supervisor,
unusual
solutions creep in. The most errors I've seen made by a Case Supervisor
were
made after he had seen the pc or talked with the auditor. Cases have to
berun by
report only and auditors have to be supervised and their sessions listened
to by
somebody else besides the Case Supervisor. Tech is Tech. There is such a
thing
as Standard Tech. Pc wild tales and hollow eyes and auditor hobby horses
have-to
be kept off Case Supervisor lines. So there must be a person who checks
out pcs
and supervises auditors and their auditing performance but who never opens
his
or her face to suggest instructions about the PC and only writes down that
the
auditor is rough or the process is flat or the process is overrun. The
Case
Supervisor lives in an Ivory tower. Sounds strange but unless it's done
that
way, wild departures from Standard Rehab Procedure and from Standard Tech
in
general will occur. Hell, all psychiatry went down that drain-the
desperate
patient, the desperate measures. Squirrelling stems from the Case
Supervisor

being the auditor supervisor and the pc interviewer. Oil, water, being in two divisions, Commies and Fascists, dogs and cats won't mix. Neither will the personal contactor of auditors and pcs and the Case Supervisor ever successfully stay crossed. The individual practitioner breaks down only because he does both auditing and Case Supervision. Auditing is an organization action which is why today we have Field Staff Members and HGCs.

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

1. Auditors rabbiting out of uncertainty and so stumbling past End Phenomena and floating needles.
2. Case Supervisor getting auditors to ask leading questions on Pr Pr 2-"Ask the pc if he is interested in Medical Practices".
3. D of P: "Find out what the needle is floating on".
4. Case Supervisor: Told auditor that a floating needle was not the End Phenomenon of a Process in which "the TA had to be run out".
5. 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 15 years. Then we found auditors never noticed free needles. Now for Heaven's sakes, 15 years was enough. Don't repeat the error!

It does work you know.

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 MARCH 1966

Remimeo

All Scn Staff

Tech & Qual

HGC CURE (Continued)

65 HGC Long after I thought the final findings were all in in the Nov-Dec

Completion Slump, another really gross HGC error showed up.

before Training of HGC auditors was shifted from Qua! to Tech Div just.

the fantastic down curve. This change was known and caused a heavy investigation

of the HGC.

But this datum was not disclosed until later:

STARRATED 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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HCO POLICY LETTER OF 7 MARCH 1966

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All Tech & Qual Hats	
Students	Tech & Qual
Solo Audit Course	
Interne Course	U R G B N T
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 Ltrs governing the HGC and Review and any relation to Ethics before being permitted to audit an HGC PC in any HGC anywhere or to audit in Review.

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

L. RON HUBBARD

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Remimeo

Exec Secs Hats	Exec - HCO -. Tech - Qual
ES Comm Qual Hat	Ethics
HCO Sec Hat	
Dir I & R Hat	URGENT
Ethics Hat	
Tech & Qual Hats	HIGH CRIME
LRH Comm Hat	

Effective 1 June 1966

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

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

TOLERATING THE ABSENCE OF, OR NOT INSISTING UPON STAR-RATED

CHECK OUTS ON ALL PROCESSES AND THEIR IMMEDIATE TECHNOLOGY AND ON RELEVANT POLICY LETTERS ON HGC INTERNES OR STAFF AUDITORS IN THE TECH DIV OR STAFF AUDITORS OR INTERNES IN THE QUAL DIV FOR THE LEVELS AND ACTIONS THEY WILL USE BEFORE PERMITTING THEM TO AUDIT ORG PCS AND ON SUPERVISORS IN TECH AND QUAL WHO INSTRUCT OR EXAMINE OR FAILING TO INSIST UPON THIS POLICY OR PREVENTING THIS POLICY FROM GOING INTO EFFECT OR MINIMIZING THE CHECK OUTS OR LISTS.

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

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

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

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

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

The LRH Communicator must then cable full particulars to Worldwide.

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

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

If the AdCouncil WW suspects this policy not to be in full force in any org despite assurances an HCO WW personnel must be sent to that org to

investigate and may be deputized to remove either or both Exec Secs of that org by Comm Ev on the spot or at WW.

Tech It has been discovered that failure to check out, Star Rated, the 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.

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

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

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

any Org Exec Sec Communicator, for Qual WW is the final authority for

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.]

(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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HUBBARD COMMUNICATIONS OFFICE
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 pc back to Tech. As a general rule, only when Tech is utterly at a loss does Review take over and audit the pc.

The Case Supervisor should keep and post HGC auditor "statistics" announcing goofs and wins. The Case Supervisor must require a retrain of an HGC auditor whenever a pc winds up being audited in Review. I always send the auditor to Interne Training for retrain whenever I have to send a pc to Review.

Processing today is very simple but very exact. The data is all there. That's the only data. Don't add any. Just do what the HCOBs say. There are no exceptional cases.

HGC auditors who over-run just don't know what a free needle is. They should ask a Clear to hold the cans so they can see one.

When you check for flatness on a process gone to free needle you may overrun it. For the auditor, the D of P and the Examiner and Review to check, each one, for flatness, will goof up a flat point every time.

For the Case Supervisor to neglect ordering retraining of his auditors

when he finds pcs not doing well is a grave omission.

For Tech not to carry on trying and limply turn all bits and pieces over to Qual is to train Tech into weakness.

Two rules:

In Tech, when all else fails, then hand it over to Review.

In any difficulty, when all else fails, do what Ron says.

L. RON HUBBARD

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 AUGUST 1967

Remimeo

BPI

SECOND DYNAMIC RULES

It has never been any part of my plans to regulate or attempt to regulate the private lives of individuals.

Whenever this has occurred it has not resulted in any improved condition.

All I have been interested in, so far as Scientology law was concerned, was in removing retarding elements or practices from the path of progress toward freedom.

Man is aberrated. Otherwise we would not be here. He is hard to rescue as he has been carefully "trained" to do himself harm.

I have no concern about the second dynamic activities of Scientologists save only where they bring suffering to others and so impede our forward progress.

Therefore ALL FORMER RULES, REGULATIONS AND POLICIES RELATING TO THE SECOND DYNAMIC ACTIVITIES OF STUDENTS, PRECLEARS, STAFF AND SCIENTOLOGISTS ARE CANCELLED.

In their place, any husband, wife or individual whose processing or training has been impeded or interrupted beyond any reasonable doubt by second dynamic activities on the part of staff or associates or their husband or wife may have recourse to the CHAPLAIN'S COURT, Division 6, of any Scientology organization, and any case heard, if it be proven beyond reasonable doubt that, without provocation, a person's training or processing has been impeded by the

irregular second dynamic actions of the defendant, a fine of not less than £1000 sterling or greater than £5000 sterling shall be awarded the plaintiff and until paid, the defendant shall have no further training or processing.

This policy is not retroactive (Occurrences before this date may not be tried).

No Ethics order shall be issued by reason of second dynamic activities.

All Ethics orders now in force relating to the second dynamic are cancelled.

No staff member may be punished, transferred or dismissed because of second dynamic activities.

No student or preclear may be suspended or dismissed because of second dynamic activities.

Nothing in this policy letter lays aside our actual knowledge of the consequences of second dynamic overts against husbands and wives being processed or the degree to which training or processing can be impeded for someone because of another's acts.

We are also aware that those org staffs which are over active on the second dynamic seldom prosper.

We also retain any and all technology relating to the second dynamic.

One of Man's primary areas of aberration is the second dynamic.

Processing, not discipline, is the only thing which eradicates aberration of such depth.

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 SEPTEMBER 1967

Remimeo

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 Sec - 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

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

HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 20 NOVEMBER 1967

Remimeo
 Info Int E/O WW
 Local B/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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Saint Hill Manor, East Grinstead, Sussex

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

Remimeo

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 pcs 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.

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Public Aide
for
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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 Sec 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 being audited in Tech and in Qual to send to Tech Sec WW for inspection.

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

Tech Sec WW	Mark Jones
Qual Sec WW	Mark Jones
HCO Area Sec 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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HCO POLICY LETTER OF 21 NOVEMBER 1968

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SENIOR POLICY

We always deliver what we promise.

L. RON HUBBARD
Founder

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NOT HCO POLICY LETTER
CORRECT COLOUR FLASH
BLUE ON WHITE

EXECUTIVE DIRECTIVE FROM L. RON HUBBARD

FO

LRH ED 81 INT

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 an SHSBC.

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

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

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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.

L. RON HUBBARD

Founder

SEAL

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JANUARY 1969
Issue II

Remimeo

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 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 very very simple, but also very very accurate since the advent of

VIII. Tech is tech, it is IN or it isn't.

IS
RON'S TECH IS STANDARD TECH AND HAS NO VARIABLES OR ARBITRARIES. IT
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.

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Lt. O.J. Roos
Flag C/S
for
L. RON HUBBARD
Founder

Remimeo
Tech & Qual
Personnel

TECHNICAL DIVISIONS - PROMOTION AND RESPONSIBILITY
(Originally issued as ED 318 INT)

1. 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 Qua! 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

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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 Vosper	-	HCO Area Sec WW
David Dunlop	-	Dep Qual Sec WW
		Ad Council WW
Anne Tampion	-	HCO Exec Sec WW
Allan Ferguson	-	Org Exec Sec WW
Tom Morgan	-	Public Exec Sec WW
Rodger Wright	-	LRH Comm WW
Leif Windle	-	Policy Review
Jane Kember	-	The Guardian WW

Section WW

for

L. RON HUBBARD

Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 NOVEMBER 1969

Issue II

Remimeo

Cl VIII Checksheet

Dianetics Checksheet

Qual Sec Hat

Tech Sec Hat

C/S Hat

RIGHTS AND DUTIES

The following Rights and Duties are to be posted in the staff area of every Qual Division and Tech Division, where they will be frequently seen by auditors and technical personnel.

They are to be printed green on white in letters at least 1 inch high, each on a separate card (4 total).

AN AUDITOR HAS THE DUTY:

TO KNOW AND ABIDE BY THE AUDITOR'S CODE

TO APPLY TECH EXACTLY AS PER HCOBS AND LRH TAPES

TO BE THOROUGHLY FAMILIAR WITH THE FOLDER OF ANY PC HE AUDITS

TO FOLLOW C/S INSTRUCTIONS EXACTLY IN SESSION

TO REFUSE TO AUDIT AN INCORRECT C/S

STARRATE
TO AUDIT ONLY THOSE MATERIALS ON WHICH HE HAS BEEN CHECKED OUT

CLASS
TO BE FAMILIAR WITH AND APPLY ALL NEW TECHNICAL MATERIALS UP TO HIS
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

OR
TO ASK TO BE REFERRED TO THE HCOB COVERING A C/S HE IS UNCERTAIN OF
FEELS IS INCORRECT

NOT TO BE PUNISHED FOR QUERYING A C/S WHETHER CORRECT OR NOT

TECH
TO HAVE PCS, AUDITING ROOMS, AND MATERIALS MADE AVAILABLE TO HIM BY
SERVICES

A CASE SUPERVISOR HAS THE DUTY:

TO REFUSE TO DISCUSS A CASE WITH EITHER THE AUDITOR OR THE PC

SOCIALLY
TO REFRAIN FROM DISCUSSING OR MENTIONING DATA FROM PC FOLDERS

TO CORRECT HIS AUDITORS' APPLICATION OF TECH POSITIVELY, WITHOUT
INVALIDATION

SESSION
TO ORDER THE AUDITOR TO CRAMMING OR RETRAINING FOR ANY FLUNKED

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

LINES
TO DEMAND A HIGH ADMINISTRATIVE STANDARD OF THOSE WHO WORK ON HIS

VIOLATE PC
RULES
TO DEMAND THAT PCS DO NOT DISCUSS THEIR OWN CASES OR OTHERWISE

PERFORMANCE OF
HIS DUTY AND TECHNICAL RESULTS

Secretary

Lt. Nate Jessup, Chairman
Ens. Janet Guilford,

W/O Bob Guilford, Member
Qual Board of Investigation
for

L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 FEBRUARY 1970

Remimeo
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 PBS 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. Cheeksheets, 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 21/2 minutes.

C. The End Phenomena of grades and processes were discarded.

The end result has been:

1. Few skilled auditors.
2. Shrunken and struggling 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 8-80" 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

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

Back in 1950 we used to have a small bunch of goony birds, ex-
psychologists, ex-lunatics. They were constantly demanding a 2 second
action

that totally cleared someone. Behind this was an inability to concentrate
attention or even to work. These were people striving for total effect
instantly. Yet they couldn't run with reality on any process heavier than
"How
are you?" and they never saw a wall-they saw a mock up of it!

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

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

A preclear run for 21/2 minutes to total top grades becomes an ideal
auditing session to such.

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

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

1. Course checksheets may not be cut, edited or reduced after a fully approved checksheet is issued for use on any course.
2. No grade may be awarded for which all processes of that grade have not been run and where the end phenomena of that grade is not attested to singly and fully by the preclear before an examiner.
3. Anyone found relegating basic materials to unimportance by reason of age or volume is to lose his post and certificates.
4. Any statistic claimed which is achieved by downgrading materials or grades or falsely pretending an end phenomena has been achieved for pcs or skill by auditors shall result in the dismissal of the division head presenting it.
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 11/2 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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FLASH

NOT HCO POLICY LETTER CORRECT COLOUR

BLUE ON WHITE

EXECUTIVE DIRECTIVE FROM L. RON HUBBARD

LRH ED 107 INT [Excerpt]
1970

3 June

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: LRI-I 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 Qua! is credited with the time taken from
the hours the pc bought.
3. Only send a pe 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.
basic (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 pcs 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

not an orderly program of providing technical manpower for the Division,
depending on anyone else to do so.

13. See that students do a lot of mutual auditing. Don't get stumped in
Class finding things to audit on each other. Force them over onto the
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
COUNT AS can be done at any stage of Dn or grade processing AND DOES NOT
PART OF ANY GRADE.

17. Get out of any rut that goes contrary to this program.

SEAL

L. RON HUBBARD

Founder

LRH:dz,rd

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 JUNE 1970

Remimeo

Applies to all

SHs and

Academies

HGCs

Franchises

URGENT AND

IMPORTANT

TECHNICAL DEGRADES

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

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

Example: Level 0 to IV Checksheets SH carry "A. Background Material-
This section is included as an historical background, but has much interest and value to the student. Most of the processes are no longer used, having been replaced by more modern technology. The student is only required to read this material

and ensure he leaves no misunderstood." This heading covers such vital things as

TRs, Op Pro by Dup! The statement is a falsehood.

These checksheets were not approved by myself, all the material of the

Academy and SH courses IS in use.

Such actions as this gave us "Quickie Grades", ARC Broke the field and

downgraded the Academy and SH Courses.

A condition of TREASON or cancellation of certificates or dismissal and a

full investigation of the background of any person found guilty, will be activated in the case of anyone committing the following HIGH CRIMES.

1. Abbreviating an official Course in Dianetics and Scientology so as to lose

the full theory processes and effectiveness of the subjects.

2. Adding comments to checksheets or instructions labelling any material

"background" or "not used now" or "old" or any similar action which will

result in the student not knowing, using, and applying the data in which

he is being trained.

3. Employing after 1 Sept 1970 any checksheet for any course not authorized

by myself and the SO Organizing Bureau Flag.

4. Failing to strike from any checksheet remaining in use meanwhile any such

comments as "historical", "background", "not used", "old", etc. or VERBALLY STATING IT TO STUDENTS.

5. Permitting a pc to attest to more than one grade at a time on the pc's own

determinism without hint or evaluation.

6. Running only one process for a grade between 0 to IV.
7. Failing to use all processes for a level.
8. Boasting as to speed of delivery in a session, such as "I put in Grade Zero in 3 minutes." Etc.

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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.

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

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

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

pcs. The product of an org is well taught students and thoroughly audited
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

1950

November 20,

(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 over-pessimism 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 \$75.00 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.

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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
ADI8

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.

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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: Nos. 26, 27 and 28 have been added per HCO PL 2 November 1968.

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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)

Remimeo

Tech Services
Hat
4th Mate's Hat
Tech Sec
Qua! 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 pcs for the auditors.

If Tech Services is done and arranged well Auditor waiting time is zero.

The pcs ARE COLLECTED UP BY TECH SERVICES never by Auditors.

Tech Services tries to prevent any long wait by pcs 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 Qua! each have a competent Tech Services, the Qual one being the smaller.

In Scn orgs Tech Services also arranges housing, has pcs met, and generally Operates as the pc 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 we!! 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-qua! 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 5 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

LETTER NOT HCO POLICY
FLASH ORIGINAL COLOUR
NOT GREEN ON WHITE

SECRETARIAL OF THE EXECUTIVE DIRECTOR

Assn Sec HASI - LONDON
cc: Hats
Dir Pro & Reg
Dir of Processing November 23, 1958
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

37 Fitzroy Street, London W.1

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 pc 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
pcs.

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
37 Fitzroy Street, London W.1

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

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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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MARCH 1961

Issue II

Cen Orgs

HCO Secs

Assn Secs

D of P

HGC Admin

Staff Auditors

HGC ADMIN 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.

Pcs 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 Sec Sec, HCO Files,

HCO Asst Area Sec 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 pcs, give them all to one permanent auditor and fit them in as the pcs 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 1 2-1/2 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 £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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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 AUGUST 1962

Central Orgs

BODY ROUTER HAT

It This hat is in use in Washington DC, where it has been found useful.
can be used in other Orgs as a model hat.

PURPOSE: TO CREATE AND MAINTAIN GOOD 8-C BETWEEN TECHNICAL AND PrR & R.

Monday Duties: Be in Reception at & 00 A.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.

Staff Applicant:

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. Friday Duties: 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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WW

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HUBBARD

Issued by: Peter Hemery

HCO Secretary

for

L. RON

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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

LRH:gl.aap

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[Note: Text of above is same as 25 April 1962 except for
addition of paragraphs 4 and 5.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 9 MAY 1965

Registrar HAT

TECHNICAL & QUALIFICATIONS

Tech Sec HAT

DIVISIONS

Qual Sec HAT

Org Sec HAT

DIVISION 4 - 5

Dir Accts HAT

URGENT

Cashier's HAT

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 pcs 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.

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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 a co-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 administrationally 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,

"Well, 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

LRH:mh.rd

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 NOVEMBER 1965

Gen Non-Remimeo
Tech Sec
Qual Sec

PC SCHEDULING

When a low priority pc has reached the point of being scheduled and has started his auditing, the HGC Admin cannot and must not then take that pc'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 prior 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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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JUNE 1966

Remimeo
Tech Sec
Qual Execs
All Students

KEEP ACADEMY CHECK SHEETS UP-TO-DATE

Any new HCO Bulletins which are issued and which are needed on a particular level must be added to the Check Sheets for that level, before the student receives the check sheet.

The purpose of this policy letter is that of ensuring that students are trained in the latest materials pertinent to that level.

It is the responsibility of the Technical Secretary and the Director of Training to see that this is done.

The Qualifications Secretary and the Director of Examinations must likewise see that examinations cover the new data as it is issued and correctly examine students on the required material who have had such added to their check sheet.

This Policy Letter does not modify existing policy that a student may not

have items added to a check sheet on which he has already started working.

LRH:lb-r.cden

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill. Manor, East Grinstead, Sussex

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.

A track must be kept of the materials including Books and tapes.

LRH:JB:an.ei.rd
Byrne

Written by W/O James

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for

by L. Ron Hubbard
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L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 MAY 1969

Remimeo
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

LETTER

NOT HCO POLICY

FLASH

CORRECT COLOUR

WHITE

RED ON

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO BULLETIN OF 11 JUNE 1969
Dian Course
Super Checksheet
Dissem Secs
Tech Secs
Qual Secs

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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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 JULY AD 19

Dianetic
Checksheet
Class VIII
Checksheet
Case Supervisors
Dir Tech Services

AUDITOR ASSIGNMENT
POLICIES

One used to hear auditors complain, "Scientologists 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 comm-laggy. 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 pcs 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 new 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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HCO POLICY LETTER OF 29 JULY 1969

Remimeo
Dian Supvr Course
All Supervisors' Courses
All Course Supvr
and Course Admin 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
for
L. RON HUBBARD
Founder

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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 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

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NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH
BLUE ON GOLD

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

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 TIP 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 "Will 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.

instructions

Assoc Sec
per LRH

LETTER

NOT HCO POLICY

FLASH

ORIGINAL COLOUR

ON GOLD

BLUE

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

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.

LRH:brb.rd

L. RON HUBBARD

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[Excerpted from HCO PIL 26 August AD9, Promotional Functions of Various Depts.

A complete copy is in Volume 7, page 135.]

LETTER NOT HCO POLICY
FLASH ORIGINAL COLOUR
GOLD GREEN ON

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

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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 (L7. 10.0 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.

LRH:js.cden
HUBBARD

L. RON

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Director

Executive

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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
for
L. RON HUBBARD

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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

LRH:js.cden

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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 II

Gen Non-
Remimeo
Tech Hats

(Reissued 3 March 1967)

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.cden
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L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Org Secs

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 Org)

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/HCS	STUDENTS	ON	COURSE	DURING	WEEK

NUMBER	OF	WEEKEND		STUDENTS	ON	COURSE	DURING	WEEK

NUMBER	OF	HCS/B.Sc		STUDENTS	ON	COURSE	DURING	WEEK

TOTAL	NUMBER	OF	STUDENTS	ON	ALL	COURSES	DURING	WEEK

NUMBER	OF	STUDENTS	GRADUATED	DURING	WEEK:	HPA/HCA	_____	HCS/B.Sc

NAMES OF NEW STUDENTS.

_____	_____
_____	_____
_____	_____
_____	_____

DIRECTOR OF TRAINING'S REPORT. (On progress of classes)

COMMENT OR REPORT ON INSTRUCTORS AND ON ANY NEW REQUIRED MATERIAL BEING TAUGHT:

DATE: _____ SIGNED: _____ .D of T

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 1st 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
Secretary WW

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Issued by: HCO Technical

for

L. RON HUBBARD

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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

LRH:esc.rd

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HCO POLICY LETTER OF 16 MAY 1962

Central Orgs
Academies

HPA/HCA TRAINING

HPA/HCA students, or auditors doing HPA/HCA retreat, 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 £10.1 0.0 for each additional week, or three weekends (proportionately for night HPA/HCA, proportionate cost in other currencies).

LRH:cw.rd

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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.

LRH:gl.cden

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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).

LRH:gl.rd

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HCO POLICY LETTER OF 8 AUGUST 1963

HCO Secs
Assoc/Org Secs
Tech Dirs
D/T Hat

"PLANTS" IN ACADEMIES - INTRODUCTION OF "FORM" SB

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 interview 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 SB should now handlesuch an attempt smoothly.

Issued by: Peter Hemery

HCO Sec WW

for

L. RON HUBBARD

Authorized by: L. RON HUBBARD

LRH:jw.rd

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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 SB check (see HCO Pot 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 P01 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.

LRH:dr.bp.rd

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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 PB Course as such may cease in many Orgs, the vital post of Dir PB is maintained. In line with the purpose of the PE Dept ("Producing new Scientologists") the Dir PB 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 FE 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.

LRH:jw.rd

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HCO POLICY LETTER OF 12 SEPTEMBER 1965

Gen Non-Remimeo
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 B-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.

L. RON HUBBARD

LRH:ml.rd

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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.

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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
Supervisor-student relationship.
17. When a Supervisor lets a student control, give orders to, or handle
the
training
Supervisor in any way, for the purpose of demonstration or other
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
his
Scientology data and procedures, and communicate this information to
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

Remimeo
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

LRH:dr.jp.cden

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LETTER

FLASH

NOT HCO POLICY

ORIGINAL COLOUR

WHITE

NOT GREEN ON

HUBBARD COMMUNICATIONS OFFICE
WASHINGTON

HCO BULLETIN OF 5 MARCH 1957

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

LETTER	NOT	HCO	POLICY
FLASH	ORIGINAL	COLOUR	
WHITE	NOT	GREEN	ON

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
HUBBARD
5-17-57

L. RON

145

FLASH NOT HCO POLICY LETTER ORIGINAL COLOUR
WHITE NOT GREEN ON

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

146

FLASH NOT HCO POLICY LETTER ORIGINAL COLOUR
WHITE NOT GREEN ON

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 Sc 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

LETTER

NOT HCO POLICY

FLASH

ORIGINAL COLOUR

GOLD

BLUE ON

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W. 1

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.

- An
8. Always answer your students' questions as per the Instructor's Code.
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
wins.
out of every student. This means making good coaches. This means
This means beingness. As ye teach 'em, so shall they audit.

L. RON HUBBARD

LRH:rs.rd

147

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1
(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

148

NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH
NOT GREEN ON WHITE

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1

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.

LRH:bt.rs.cden.rd
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LRH

LETTER	NOT	HCO	POLICY
FLASH	ORIGINAL	COLOUR	
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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

LETTER	NOT	HCO	POLICY
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HUBBARD COMMUNICATIONS OFFICE
London (Issued at Washington DC)

HCO BULLETIN OF 29 SEPTEMBER 1958

1 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
HUBBARD
rs:3.10.58

L. RON

LETTER
FLASH
WHITE

NOT HCO POLICY
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NOT GREEN ON

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

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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:-

1. 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.
5. 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 pre clear.
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 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.

22. 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-Ended " If 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.

Secretary WW	Issued	by:	HCO	Technical
			for	
			MARY SUE HUBBARD	
Supervisor WW			HCO	Training

LRH:jw.cden
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 DECEMBER 1961

HCO Area Secs
Org Secs
Ds of T
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)

INSTRUCTOR'S WEEKLY REPORT

INSTRUCTOR FOR (e.g. UNIT 1- WEEKEND HPA)	WEEK ENDING_____				
COURSE_____	NUMBER	OF	NEW	STUDENTS	ON
COURSE_____	NUMBER	OF	OLD	STUDENTS	ON
CLASS_____			TOTAL		IN

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.

LRH:EW:imj.rd

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Secretary WW

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Issued by: HCO Technical

for

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 DECEMBER 1961
(Amended and Reissued on 23 October 1967)

Remimeo

STUDENTS' WEEKLY REPORTS TO RON

All Scientology students are to make a weekly report (monthly for
Foundation students) on the following form:

TO LRH

ACADEMY OF SCIENTOLOGY

(Name of Org)

STUDENT'S WEEKLY REPORT

STUDENT'S NAME _____

WEEK ENDING _____

TITLE OF COURSE

WHAT I HAVE LEARNED

WHAT I HAVE OBSERVED'

WHAT I LIKED MOST

WHAT I DISLIKED MOST

SUGGESTIONS AND COMMENTS

LENGTH OF TIME ON COURSE

SUPERVISOR COMMENTS

These forms are to be forwarded to LRH via the International Technical

Officer WW. They should be done on airmail paper.. Any report illegibly written

should not be forwarded, but should be handled as a NO REPORT to Ethics.

LRH:jp.rd

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Org Exec Sec WW

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

[Note: The original 8 Dec '61 issue contained a similar form and differed only slightly in instructions for use and routing. A 23 Oct '63 issue was identical to the above. 8 Dec '61 was added to by HCO P/L 9 May 1962 on page 158, and was later amended and replaced by HCO P/L 18 March 1971, Students' Weekly Reports to Ron, in the 1971 Year Book.]

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

LRH:sf.jp.cden

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HUBBARD COMMUNICATIONS OFFICE
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.

LRH:jw.rd
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L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 APRIL 1962

CenOCon
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.

LRH:jw.rd

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
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 1961,
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: _____

LRH:jw.rd
Quirino

Issued by: Philip D.

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WW

Acting Tech Sec

by L. Ron Hubbard
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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.

LRH:jw.cden

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 MAY 1962

Franchise
Central Orgs

Tech Depts
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 practiced. 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 pc, 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.

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 AUGUST 1962

CenOCon
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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 £500 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.

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[Note: This Policy Letter was reissued on 27 October 1969 with the added title RE-INTRODUCED FOR DIANETICS BY ORDER OF LRH.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 DECEMBER AD 12

Sthil Instructors Only

Central Orgs

HCO Sec, 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 pe 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 check 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 Rockslammerlike
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 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 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 check 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 check 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

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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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[Revised and replaced by HCO P/L 4 March 1971 Issue II, How to do Theory Checkouts and Examinations, in the 1971 Year Book.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 MARCH AD13

Sthil
Students
Info Central Orgs
Academies

CHECK SHEET RATING SYSTEM

Theory
A system of rating of material will hereafter be employed in all
and Practical Examinations in all Scientology training activities.

follows:
Bulletins, tapes and Drills will be assigned each one a rating as

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

assures (such as notes or a general verbal statement of the subject which the Theory Examiner that the material has been covered).

STAR RATING MATERIAL

the THEORY: Bulletins and tapes of material vitally necessary in making currently used processes work, Auditor's Code, Axioms, etc.

Script, PRACTICAL: TRO, 1, 2, 3, 4, Anti Q and A, Meter Reading, Session etc.

75 RATING MATERIAL

THEORY: Basic Theory Bulletins and Tapes.

PRACTICAL: None.

ZERO RATING MATERIAL

not THEORY: Texts of Scientology, background material, older processes now in use, etc.

of PRACTICAL: All remaining drills (passed by student on the evidence another student).

on It is hoped that this system will speed training and ease its burden students and instructors.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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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HCO POLICY LETTER OF 18 SEPTEMBER AD13

Central Orgs

Academies

SCIENTOLOGY FIVE

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.

1. 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 tile 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.

LRH:dr.rd

Written & Issued by: Reg Sharpe

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Course Secretary,

SHSBC

by L. Ron Hubbard

for L. RON HUBBARD

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Authorized by: L. RON HUBBARD

[Cancelled by HCO P/L 27 October 1970 Issue II, The Course Supervisor, in the

1970 Year Book.]

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 (SHSBC 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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 SEPTEMBER 1963

SthiI

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:

1. 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 pcs 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 pc into session.
8. Chronic cutting of pc'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.

- with
the
you
break.
2. Lack of TA action.
 3. No auditing being done.
 4. Any session not going smoothly. (Pc flattery and ARC breaky no resolution of the causes.)
 5. Any suppression of data with regard to the session activity on auditing report.
 6. Any case that looks like blowing.
 7. Any excellent auditing.
 8. All student auditing enquiries are handled by saying, "Do what are going to do", and write up an infraction for unauthorised

get
results by first applying the basic fundamentals and then following exact procedure. The student auditor can do it.

get
results.
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

Supervisor Auditing

Procedure for Student Instructors Theory Section

is to
the
theory material listed on the check sheet.
All the Theory Section student instructors are examiners. Their job

- is
1. The first thing a new student instructor does in the Theory Section

study and get checked out on HCO Policy Letter of February 14, 1963-
"How
AD
to Examine, Theory Examinations", and HCO Policy Letter of March 15,
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
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
sheet,
recorded on the master roster and our copies of the student's check
the master roster and check sheet binder is never to be touched
unless you

except are on duty as a student instructor. No check outs are to be given 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.

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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.

Supervisor Theory Section

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 it" 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.

Supervisor Practical

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LRH:gl.rd

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 SEPTEMBER 1963

Sthil

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 invalidations. 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.

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will
auditing
on the
sit the
in
with some

If the session observed was a complete shambles, it means that some 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 suddenly dawn on you that this student hasn't a clue about the cycle or doesn't note the difference between the needle and the TA 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 front of a PC?", or "What's the meter for?" You'll be surprised of the answers you'll get.

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pages of
to
still

On the other hand you might find that you'll fill up a couple of pink sheet without recording any errors. The auditor didn't happen goof. That's fine-send it to him without any assignment. It will help him.

8.
carbon
is
away the

Send the top copy of the Pink Sheet to the student and file the copy in the student's Pink Sheet folder. When the completed top copy returned by the student, with all the necessary signatures, throw

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:	Observations:
	TRO	Poor TRO
meter	Meter Reading	Auditor can't read the
cycle	Tape of Sep 18 '62 Aud Cycle	Lousy handling of auditing

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:	Observations:
toying		Auditor leaning on table
Running		with the TA and pen.
audited		"Since the last time I
of"	TR-3	you" + buttons. Called a
'62 "F		speeded rise on "Careful
think		clean. On Tape of Sep 18
question".		to R" pc said "I don't
the		that answered the
clear	Aud Cycle	Aud: "OK. I'll check it on
		meter". TA blew down to

on | read on "F to R". Aud went
| 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.

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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 up, 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.

Issued by: Fred Hare

LRH:jw.aap
SHSBC

Auditing Supervisor

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for

by L. Ron Hubbard

L. RON HUBBARD

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Authorized by: L. RON HUBBARD

[Amended by HCO P/L 20 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
Academies

STUDENT ARC BREAKS

Just as a pc 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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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 10 APRIL 1964

All Course Staffs (Reissued as amended on 23 June 1967)

Qual Secs Hats

Ds of T Hats

Academy Staff Hats

SCIENTOLOGY COURSES

There are three zones of responsibility in course management. These are:

1. Providing valuable subject materials;
2. Organizing and codifying 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.

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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

Remmeo

Sthil Instructors
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 auditor. 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 outlooks 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 I. "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 standards " the 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 pe 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 I (by adding a meter, by purist flunking

"because the pc couldn't handle an ARC Break") and repeated again at Level II

("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 clear 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 OUTS MUST CONSULT THE STUDENT'S UNDER STANDING.

If they don't, they're useless and will ARC Break the student eventually.

Course matter 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 about ?" 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 flatter 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 check 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 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 bulletin (or tape) 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 commands of 8C?". 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

LRH:jw.cden

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[Modified by HCO P/L 4 October 1964 (reissued 21 May 1967), Theory Check-out Data, page 181.]

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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... 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-check 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!

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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
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HCO POLICY LETTER OF 16 MARCH AD1S

Remimeo (Reissued on 13 September 1967)
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 TRAINING DEPT - DIV IV
Supervisor's Hat DEPT OF EXAMS - DIV V

All student examiners are to be star checked on this.

FURTHER MATERIAL ON STUDY - EXAMINATIONS

Progress in study can be inhibited through the usage of a poor system of examination. By asking of questions irrelevant to the material covered and by failing to ensure that the student is fully aware of exactly what question is flunked, the student can be given sufficient losses to slow down his rate of learning and to cause ARC breaks.

A misunderstanding comes about in the first instance purely on the basis

that the student understood that he was studying a given subject. An irrelevant

question asked by an examiner indicates to the student that such an understanding was false or that no basic agreement existed on the subject in the

first place. An example of this would be to ask a student of a French language

course to give the main historic dates and their significance to Eighteenth

Century France. The original understanding was that the student was learning to

speaking and reading French, not to learn the history of France.

In Scientology an example of an irrelevant question would be to ask the

student to give the distribution of a bulletin. The understanding of the student

is that he is there to learn Scientology, its theory and application, not to

learn the internal administration of organizational communication lines. A further example would be to ask a Level II student a question concerning data

and material covered in Level IV.

Frequently enough a Supervisor has to cope with a student who has come

into Scientology to study the law of Karma or to study sociology or some other

previous misconception without adding to the difficulties by asking irrelevant

questions. Knowing what we now know about study we can handle earlier misconceptions, but a Supervisor must never ask a question of a student which is

irrelevant to the subject or level. We must ourselves be careful not to add to

student confusion. Therefore, any Supervisor tendency to ask irrelevant questions must be firmly restrained.

In the second instance of the unknown question, a student can be given a verbal question on which he is flunked. In most cases the student will not be able to remember the question asked as he would not have flunked it in the first case if he had not already failed to understand the material covered by the question. Failure to remember the question asked or a Supervisor's refusal to give him the question asked reacts upon the student as an unanswered question, and therefore an uncompleted communication cycle, but also as an unknown question. The student will ARC break. You can easily demonstrate this by mumbling a question which is not clear enough to be understood and then insist upon an answer. You will soon enough have a very upset person on your hands.

This is what happens when a student is asked a question, flunked, and then not given to clearly understand the question asked. Therefore Ron now requires that any examiner must always write down verbal questions asked before asking them, and when a student flunks, hand him the written question which he flunked. The student will then be able to know what he didn't know and be able to look up the material and

clear up what it was that he had not understood. Further, this will enable him

to complete the communication cycle.

If tape examinations are addressed to a class as a whole, these questions

must be posted and the examination papers returned to the student. The student

can then see what it was that he missed and what question was missed.

Many people have had experience of such poor systems of examination which

failed to follow the above. It is common practice in universities not only not

to give students the questions asked, but also never to return examination papers. Most frequently all the university student is given is a grade. If that

grade is not 100%, then the student never knows what it was he didn't know and

so can not look it up to know it. This leaves him in the uncertain condition of

insecurity about his data on a particular subject. And if the student flunks the

subject and has to re-take it, he cannot comfortably study the subject because

the whole of the subject has now become a complete mystery to him. Thus, the

subject is set up as an ARC Break.

Universities probably do this to be sure that their examinations do not

get out to students, but then one can only state that this is laziness or lack

of ability on the part of professors to think of different questions, or perhaps

even a professor's own lack of understanding of his subject sufficient to enable

him to be able to think of enough ' questions to ask. It also could be that

there ,is a complete lack, of worthwhile material in more primitive subjects

than Scientology on which to ask questions, in which case it should never have

been part of the curriculum. (Freudians mainly examine on the dates of Freud's

papers for their qualification of psychiatrists!)

The administration of a proper system of examination is quite simple:

1. Tape examinations or examination questions given verbally to the class as a whole, must be written down before being asked and must be posted on a bulletin board afterwards and all examination papers must be returned to the students.

2. Verbal questions asked of individual students must be noted down in a book like an invoice book with tear-out sheets and a piece of carbon paper. Such books are easily procured from stationers as they are used in most stores. The student is given the yellow copy of the questions with the flunked question plainly marked.' The white copy is placed in the examiner's folder for the bulletin, tape or material.

In this fashion we will be able to collect good questions to be asked; to notice fundamental areas of mis-understanding individual students have; and to note any areas of mis-understanding which are broadly mis-understood. We can, therefore, see where the individual Student needs help and see where it is necessary to elaborate more fully. on certain technical data in order to make it more broadly comprehensible.

Supervisors and examiners doing this will then be contributing to the more rapid progress of individual students and to students in general.

The same principles apply to the Department of Examinations and any other student examinations given.

Mary Sue Hubbard

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The Guardian WW

for

L. RON HUBBARD

Founder

[Note: In the original 1965 issue, the last two lines given here were a footnote

added by LRH and read "HCO BOARD OF REVIEW. The same principles apply to HCO

Board of Review Examinations and examiners."

This 1967 issue changed "Instructor" to "Supervisor" throughout.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 APRIL AD15

Remimeo

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 B-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 wild things about the Scientology org there. They held wild field meetings and all that. Truth 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.

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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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo	HCO POLICY LETTER OF 16 APRIL AD 15
Sthil Students	Issue II
Former Sthil Grads	TECH & QUAL DIVISION POLICY
Tech Sec HAT	
D of T HAT	DRILLS, ALLOWED
D of Exam HAT	(Dir of Exams must check out this Pol Ltr
D of Review HAT	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. B-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 gained 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 pcs. 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".

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 MAY 1965

Issue II

Gen Non Remimeo

Tech Sec 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 1/5 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.

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

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 MAY 1965

Remimeo

TECH DIV

QUAL DIV

URGENT

CCHs

(Cancels HCO Pol Ltr 15 May 62)

The CCHs are PROCESSES. They are not drills.

HCO P01 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 P01 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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HCO POLICY LETTER OF 23 AUGUST 1965

Gen Non-Remimeo

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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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.

SECOND PHENOMENON

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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HCO POLICY LETTER OF 21 SEPTEMBER 1965
Issue V

Remimeo
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 Suppressive Person.

Don't back off in the training of auditors. Only a well trained auditor will eventually make it all the way to Clear.

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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.

AUDITING

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,

unkind
complaints

L. Ron Hubbard, HCO WW personnel or HCO WW with anyone. Save your
or critical thoughts for your processing sessions or take up
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

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Remimeo

Tech Hats

Qual Hats

Students

Issue IV

EXAMINATIONS

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

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HCO POLICY LETTER OF 29 DECEMBER 1966

St Hill Only

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

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Mary Sue Hubbard

The Guardian

for

L. RON HUBBARD

Founder

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HCO POLICY LETTER OF 18 SEPTEMBER 1967

Remimeo
Academies
SHSBC

STUDY
COMPLEXITY AND CONFRONTING

I In some researches I have been doing recently on the field of study,
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.

which, To the degree that a being cannot confront he enters substitutes
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 0

needs is a clock face giving 360 degrees. This is of course complete nonsense. 0

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 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 no-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 check 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 arc in turn up the line so assigned.

Academies tend to slow or stop students with SHSBC check lists or unreal or altered training and so bar out Scientologists. We don't expect that much from Academy grads.

On the Dianetics Course it should be 1 month of training. If a student is

in that course more than 2 months the Supervisor goes into non-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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Founder

Remimco

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.

L. RON HUBBARD
Founder

LRH: jc.kd

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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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Remimeo

Supervisors

D of Ts

Supervisor Hat

Supervisor

Checksheet

SUPERVISOR KNOW-HOW

Running the Class

Tech To be an effective Supervisor one must know that there is Standard
and therefore that there is Standard Supervision.

by Tech is contained ONLY in HCOBs, tapes and books written and issued
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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Remimeo

Issue II

Supervisors

ID of T's
Supervisor's Hat
Supervisor's Checksheet

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.
- (c) 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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Founder

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Issue III

Remimeo
Supervisors
D of Ts
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.

demo Inform him of the rules, setting up of chairs and tables, where élay

table is, notice board, master checksheet and additions or subtractions, points

system and checkout system and how it operates.

returns THEN send him off to tech services to get his materials; when he

say "Start".

knows This action immediately establishes 8C for the student and he now

who is in charge.

as he All his queries and questions are to be referred to the supervisor,

be must know it is the supervisor's job to refer students to where data may

found in the materials.

responsibility It is not anybody's job and certainly not another student's

to do so.

not Students are introduced at the beginning or end of a study period,

during.

The Students returning from the examiner are announced-the only break.

work response is inevitably enthusiastic and the students get busily back to

after such a success.

Those from cramming or who have flunked are returned unannounced.

announced. On Friday nights the last half hour is spent on graduation when top students and those who have certified or classified or graduated are

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.

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Founder

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Issue IV

Remimeo
Supervisors
D of T's
Supervisor Hat
Supervisor 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 misunderstandings 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.

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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 rollcall. 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.

he The Supervisor should know the materials of the Course so well that
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.

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Tony Dunleavy
CS-2 Training Aide
for
L. RON HUBBARD
Founder

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

HCO POLICY LETTER OF 8 MAY 1969

Issue III

Remimeo
Diane tic
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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Saint Hill Manor, East Grinstead, Sussex

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 enturbulation.

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

NOW

That is the motto of a good course. Handle everything that comes up 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.

L. RON HUBBARD
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.

W/O Ira Chaleff
Chief Officer AO INT
for
L. RON HUBBARD
Founder

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[Note: HCO P/ L 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 P/L 29 July
1972

Issue H, Past Flow in Training, in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 JULY 1969

Remimeo

Din Course

All Courses

WHAT IS A CHECKSHEET

The "Checksheet" 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 Checksheet is studied, performed or checked out.

The Checksheet is the programme that the student follows to complete that

course.

Every student is given a complete Checksheet 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 checksheet. The student does not "jump around" or study the material in

some other order. The materials are set out in the Checksheet 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 Checksheet 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 II "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 Checksheet in its correct set out order, and

that the student is making good progress through it.

"Through a Checksheet" means through the entire checksheet-theory, practical, all drills-and done in sequence.

When a course consists of three times through the Checksheet, the student

goes through three entire Checksheets once, theory, practical and all drills in

sequence, completing that, and then goes through the entire next checksheet a

second time, then goes through a third checksheet 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 Checksheet! 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 [2] 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 checksheet 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 Checksheet. 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 checksheet in

Dianetics and Scientology.

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Ens. Tony Dunleavy

Planning & Training Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 30 JULY 1969
(Cancels HCO P/L 24 May 1969
Progress Board)

Remimeo
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 HSDC 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.

This page contains a chart labeled "Student Progress Board"

Since charts are rather a pain to recreate in text files it is not included here.

See page 213 in OEC Vol 4, or see 00000235.tif in the web released version of Vol 4 for this page

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.

Aide

Ens. Tony Dunleavy
Planning and Training

for
L. RON HUBBARD
Founder

by L. Ron Hubbard
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HUBBARD COMMUNICATIONS OFFICE
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 Scientology 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" arid 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 unlock 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.]

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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 Dec '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 See, 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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HCO POLICY LETTER OF 16 MARCH 1971

Re mime o
Course Super Cse
Course Super Checksheets
LRHComm 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.

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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 out
it is NOT a Scientology Course and it will not be successful.

Thus, the order "Put a Course there!" means this P/L in full force.

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, "as not written by myself and is a false datum". While the reference has been left in the CONTENTS, the above text IS the original as written by LRH.]

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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 HGC. 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 HGC.

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.

LRH:js.cden.rd

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Director

Executive

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37 Fitzroy Street, London W.1

HCO POLICY LETTER OF 15 NOVEMBER 1960

Re-issued from Sthil

Central Orgs

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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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.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 MAY 1965

Gen Non Remimeo

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 flatterer 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 AD15

Remimeo

Academy Students

Sthil Students

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 SCIENTOLOGY 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 pcs. 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 "Well, you knew it was a student auditor".
Courts
uphold this.

L. RON HUBBARD

LRH:mh.rd

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 MAY ADI5

Issue II

General Non Remimeo

Not for Public Release

Technical Division

ACADEMY PROCESSING

Applies 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 pc 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!

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[Cancelled by HCO P/L 8 June 1970 issue

II,

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Student Auditing, page

227.]

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HCO POLICY LETTER OF 22 OCTOBER 1965

Remimeo
Qual Div
Tech Div
Sthil Students

REQUIREMENTS FOR STUDENT CLASSIFICATION

HCO B of 27 September 1965 "Release Gradation." states "It is obvious then

that GRADE CERTIFICATES FOR PRECLEARS lapse and are no longer issued and are

replaced by Release awards, awarding 'Grade - Release' when attained".

HCO Policy Letter 31 July 1965 "Purposes of the Qualifications Division"

states that the prime purpose of the Dept of Examinations and all its sections

and units is:

"TO HELP RON ENSURE THAT THE TECHNICAL RESULTS OF THE ORGANIZATION ARE

EXCELLENT AND CONSISTENT, THAT STUDENTS AND PRECLEARS ARE WITHOUT FLAW FOR THEIR

SKILL OR STATE WHEN PASSED AND THAT ANY TECHNICAL DEFICIENCY OF ORG PERSONNEL IS

REPORTED AND HANDLED SO THAT THE TECHNICAL RESULTS OF THE ORGANIZATION CONTINUE

TO BE EXCELLENT AND CONSISTENT."

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

Because of the above it becomes necessary that students in training present their preclears to the Examiner to be declared at the grade of Release attained if a floating needle is attested by the student auditor. Even if a floating needle is not obtained students should still present their preclear to the Examiner for her to observe that good indicators are in on the pc.

Provision for this is made on the Night Foundation and in cases where the preclear works at night and cannot be presented to the Examiner, special representation may be made to the Examiner and the matter will be individually handled.

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LRH:mI.kd

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HCO POLICY LETTER OF 29 OCTOBER 1965

Remimeo
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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HCO POLICY LETTER OF 1 FEBRUARY 1967

Remimeo (Replaces HCO Policy Letter of
Students 29 October 1965 of same name)
Tech Staff
Qual Staff

STUDENT AUDITING OF PRECLEARS

Students may not audit for their Classification any current preclear of any organization or any preclear who has been audited in any organization within the past two years.

A student's preclear who does not fall into the above two categories, but who has had to have either an assist, a Review session, Or a Stabilization Intensive done in any organization due to the student classification lines is still considered the student's preclear and is not considered an organizational preclear.

A student may not audit another student's preclear without getting a written attestation from the other student that permission is granted for the preclear to be audited.

A student is held responsible for abiding by this policy. Further the technology, Ethics, and Policies as regards auditing of preclears applies fully to a student's auditing of his or her preclear.

Investigation: Written by a Board of

Marilynn Routsong
Joan Thomas
Mary Sue Hubbard
The Guardian WW
for
L. RON HUBBARD
Founder

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ECs

Tech Sec

DTS

D of T

All Courses

Supervisors and

Students

HCO POLICY LETTER OF 8 JUNE 1970

Issue II

(CANCELS HCO PL 29 Oct 65 Student Auditing of Preclears, 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 II
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
pcs

existing at this date of issue may be assigned to the student as a Charity
pc 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 II, Academy Prerequisite, in the 1971 Year Book.]

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Remimeo

Org Exec Sec WW

ES Comm Tech WW

ES Comm Qual WW

Org Exec Sec Hat

Tech Sec Hat

HCO POLICY LETTER OF 3 APRIL 1966

DIANETIC AUDITORS COURSE

Qual Sec Hat
Dir Reg Hat

The Org Exec Sec WW has
the authority to arrange
and order and issue check
sheets for Dianetic Auditing
Training

3 For any arranging or establishment of a Dianetic Course as per HCOB

April 1966 "Student Auditing Dianetic Auditing" the following must be observed:

1. 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 £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 Exeo Sec WW as they will
gradually
evolve into a new success.

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HCO POLICY LETTER OF 2 AUGUST 1966

Issue II

Remimeo

Important

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

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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

DIANETIC 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 Dianetic 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

Remixneo

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.

Investigation Proposed by a Board of

Mo Budlong
James Hare
Mary Sleight
Mary Sue Hubbard
The Guardian WW
for
L. RON HUBBARD
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HCO POLICY LETTER OF 25 JANUARY 1969

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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 Sec SH
Approved by: Jane Kember
The Guardian WW
for
L. RON HUBBARD
Founder

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HCO POLICY LETTER OF 6 APRIL 1969

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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 psythiatric) 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.

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Founder

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HCO POLICY LETTER OF 5 MAY 1969

Issue II
Remimeo
Dianetic
Course
Qual Secs
Tech Secs

DIANETIC COURSE EXAMINATIONS

There are two examinations on the Dianetics Course.

1. 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 Dianetics is now a very standard routine it will be found that the student either understands it or he doesn't. There are no shades of grey.

If the student flunks the examination he goes to Cramming to review the materials of the course.

2. FINAL EXAMINATION.

This is done after the student has completed his auditing requirements.

When the 25 hours of auditing are complete (or more if required to obtain the required result), the student presents all his auditing folders to the Examiner with an attestation that he was the auditor, and that all the sessions he audited have been recorded in the folders presented to the Examiner.

The Examiner inspects the folders to see if the auditor has demonstrated the practice of Standard Dianetics and to see if the PC has attained the expected gains. (If the sessions look standard but the PC has not attained the expected gains the examiner knows the session reports are incomplete or false.)

If the Examiner is satisfied the student is auditing 100% Standard Dianetics the student is passed and graduated.

If the auditing is non-standard and the results have not been obtained the

student must continue auditing until the Examiner is satisfied.

The student auditor's sessions are case supervised. If the PC is in trouble the auditor ends the session and sends the PC to the examiner. The case

supervisor orders the student to cramming if he has goofed.

The PC may be ordered to a Scientology Review such as a Green Form.

Review and cramming are at normal Org rates. There is no charge for case

supervision.

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Brian Livingston

CS-5

for

L. RON HUBBARD

Founder

[Cancelled by HCO P/L 29 July 1972 Issue II, Fast Flow in Training, in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 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. I 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 F/N. The handling of a lock is not in itself a major case action and may or may not produce an F/N.

13. I PROMISE NEVER TO RUN ANY ONE ACTION BEYOND ITS FLOATING NEEDLE.

In Dianetics you do cease an action on an F/N. But, if the F/N 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. 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.

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. I 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.

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Brian Livingston
CS-5
for
L. RON HUBBARD
Founder

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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.

L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 MAY 1969

Issue II

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 £125 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.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 MAY 1969

Issue II

Remimeo

FAST FLOW BY ATTESTATION

This 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.

or The student does however have to attest that he knows each bulletin
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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Aide

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Tony Dunleavy
CS2-Training

for
L. RON HUBBARD
Founder

[Cancelled by HCO P/L 29 July 1972 issue II, Fast Flow in Training, in the 1972 Year Book.]

NOT HCO POLICY LETTER
CORRECT COLOUR FLASH
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Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 8 MAY 1969

Issue II

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 I 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.

tape 7. Any student question is answered by referring to the HCOB, folder or
or by explaining it is beyond the scope of Dianetic auditing.

8. A rigid invariable schedule is precisely adhered to.

laid 9. Checksheets and tapes and folders are gone through in the sequence
down by the checksheet and not randomly Out of sequence.

bare If this is made difficult then the programme must be cut back to the
bones of the original above.

above The teaching of standard tech must also be standard. Therefore the
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)

Remimeo

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 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 Scientology works. Some of it works faster.

is Any supervisor or executive who interprets, alters or cancels tech
liable to the assignment of a Condition of Enemy. All the data is in HCOBs
or Policy Letters or on tape.

for Failure to make this mimeo known to every student carries a 10 fine
every student from which it is withheld.

L RON HUBBARD
Founder

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Remimeo

HCO POLICY LETTER OF 14 MAY 1969

Dianetics Course

Issue II

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 UNDER STANDING.

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!

letters by

Compiled from earlier policy

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Tony Dunleavy

CS2-Training Aide

for

L. RON HUBBARD

Founder

(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.)

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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 the 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 £125 Sterling or equivalent in the UK and South Africa and the equivalent of £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 (i.e. the students' preclears' folders) of the students' auditing on the course showing that the auditing requirements of HCO Bulletin of 6 April 1969 Issue II 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).]

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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
<hr/>									
1	Thick	hard	cover	foolscap	size	book	for	student	auditing
<hr/>									
1	Master	Checksheet	kept	up	to	date			
<hr/>									

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

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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:

<u> </u>	New					students
<u> </u>	Student		to			examiner
<u> </u>	Student		to			ethics
<u> </u>	1	IN	basket	for	each	student
<u> </u>	1	OUT	basket	for	whole	course
<u> </u>	1		Basket		TO	LRH

COURSE MATERIALS

<u> </u>	Adequate		supplies	of		checksheets
<u> </u>	Adequate	packs	of	course	materials	(for issue one to every student)
<u> </u>	Adequate	copies	of	LRH	Case	Supervised Sessions
<u> </u>	Weekly	Student	report	forms	to	LRH
<u> </u>	PC	Assessment	forms	24/4/69		(HCOB)
<u> </u>	Pastoral		Counselling	form		24/4/69
<u> </u>	Summary	Report	forms	17/3/69		(HCOB)
<u> </u>	Parent	and	Guardian	Assent		Forms
<u> </u>	Sufficient	copies	of	"Alice	in	Wonderland"
<u> </u>	Pink					books
<u> </u>						sheets

TAPES

<u> </u>	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

1	Desk	(in the training room)
1		Chair
1		IN-OUT basket
1		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)

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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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Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 20 MAY 1969

Remimeo

Dian Checksheet

KEEPING DIANETICS WORKING IN AN AREA

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

Here more than any other points, alteration can enter.

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

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

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

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

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

THERE ARE NO DIFFERENT CASES.

Built in to the Standard Dianetic procedure are the remedies.

For instance early Dianetics was plagued by several problems:

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

2. Perception shut off. Not required in total now to produce results.
Sonic,

ability to hear the sound in pictures, is not needed at all.
Impression is
sufficient.

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

4. Rough sessions. Solved by TRs.

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

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

There have been more cases run on Dianetics than could easily be
counted.

So the research data is very broad. This is no new subject. It has been
close to

39 years under research.

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

all this

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

The whole object of the course is to train people to get good RESULTS, and

train people to give a course that results in GOOD AUDITORS. That's the whole thing.

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

The essence of a brilliant subject is a simple subject.

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

I've seen auditors also use "peyote" (a drug), 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 I 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, propoganda, authority and brutality. An exact humanity

is so new that it has a bit of a hard time. All the errors and prejudices start

to "blow off" when truth enters in.

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

Cope, make do, hold the line and you'll have a successful Dianetic area.

It's worth working toward, worth achieving.

You have only one big stable datum.

IF IT ISN'T WORKING IT IS BEING VARIED.

To get it working again, find who and what is varying it and get back on

the main line.

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Founder

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 23 MAY 1969

Remimeo

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 BE IN 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 £60 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 £9000.

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 £50 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

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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
column-
books 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.

Progress Board Graphic

Since graphics are a pain
to recreate in text format
this page has been omitted.

See page 250 in OEC Vol 4
or see Vol 4 00000272.tif
in the webbed version of
the OEC set.

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	PCS AUDITED	SPACE	ALLOTTED	HRS	AUDITED	MIRACLES	GAINS OR	WELL DONE
FLUNK									

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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 II
Remimeo
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 Dianetics 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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for
L. RON HUBBARD
Founder

[Cancelled by HCO P/L 8 June 1970 Issue II, Student Auditing, page 227.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 24 MAY 1969
Dian Course
Sup. section

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 11 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".

TR If student flunks Supervisor has the student coach drill him on the
some more telling the student coach what the student flunked on.

E-METER DRILLS

they The Supervisor is to closely supervise E-Meter drills, making sure
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 4OGF and handle". (One Cannot order Qual but one can suggest.)

days You just have to work it on trial and error for the first couple of

until you get an idea of how fast the students are.

as Twins should remain twins for the duration of the course in so far

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.

Supervisor

Michael Mauerer
Dianetics Course
Sea Organization

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for
L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 1 JUNE 1969

Issue II

Remimeo
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.

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Tony Dunleavy
Planning & Training Aide
for
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 JUNE 1969

Issue II

Remimeo

Dianetic 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 pcs 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.

Parselle
W/W
Proposed by Charles
Legal Chief

W/W
Approved by Jane Kember
The Guardian

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for
L. RON
Founder

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NOT HCO POLICY LETTER
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 7 JUNE 1969

Remimeo
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 reputé 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 100%.
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
and technology. In either case it is vital for students to have the data
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

from it may be that the students are permitted to get their Tech data
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 pcs. 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-S
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 II
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 rate 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 Dianetics 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

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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 pcs 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 pc 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

pcs 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 "principles" has been corrected to "principals" in the fifth last paragraph, per HCO PL 2 September 1969, Issue III, Correction to HCO FL 12 June 1969.],

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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 Sec WW or, under his direction, by some competent person who is a Dianetic Graduate.

All examinations must consult the student's understanding and ability to relate the materials to a session. '

Sometimes a student will get high marks in the nineties and only lost marks for an incomplete answer rather than incorrect answers. In such cases the examiner after marking the paper can verbally ask the student the questions on which he lost marks. If the student then gives the missing data, without having referred to the materials or discussed the examination with somebody in the mean time, he passes.

This Opportunity is not given if the student answered any question incorrectly, or had less than about 94% on first marking.

The purpose of the examination is.. to find out if the student knows and understands the materials cold. If he doesn't he will mess up cases.

The student who flunks the examination or auditing goes to Cramming and then back to course to re-do the full course.

THE ENTIRE PURPOSE OF THIS EXAM IS TO PREVENT THE MESSED UP PCS WE FIND OCCURRING WHEN THIS QUALIFICATION TO AUDIT EXAM IS OMITTED.

Brian Livingston
CS-5
for

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L. RON HUBBARD
Founder

[Cancelled by HCO P/L 29 July 1972 Issue II, Fast Flow in Training, in the
1972 Year Book.]

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LETTER

NOT HCO POLICY

CORRECT COLOUR FLASH

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 11 JULY 1969

Remimeo
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 supervisor 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

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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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HCO POLICY LETTER OF 3 AUGUST 1969
(Corrects & replaces HCO P/L of
14 May 1969-Same Title)

Remimeo
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 II)	"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 101 - 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 H (How to do a Starrate Checkout)

and HCOB 11 October 1967 (Clay Table Training).

LRH:TD:ldm.ei.rd
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Tony Dunleavy
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.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 OCTOBER 1969

Revised and Reissued

10 DECEMBER 1969

Remimeo

BPI

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 Scn org. We will do anything 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:

FIRST LEVEL: , 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 consists 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 administrating 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

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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

L. RON HUBBARD

Dict'd 12.9.56

Typed 19.9.56

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LETTER

NOT HCO POLICY

FLASH

ORIGINAL COLOUR

WHITE

NOT GREEN ON

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:

could "A student is graduated when his training level is such that he
be entrusted with an HGC preclear."

Thus examination is rendered much easier and stable.

HPA/HCA Training requisites stress:

1. Synopsis of all 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 Indoc.
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?
Course Because Comm Course can reduce havingness and we want our new Comm
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

LRH:md.cden

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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, comm lags, and when they are over, introversion, extroversion, ARC, remedy of ARC breaks.

The candidate must demonstrate his 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

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
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
Three Formal case history forms giving evidence of having helped
persons with Dianetics and Scientology.

Pro
An HPA/HCA student must present evidence of having had 5 hours of Op
by Dup Old Style run on him without interruption.

Qualifications for HCS/BScn
(which are equivalent levels)

enrollment
Certificate to be issued no earlier than one year from date of
in HCS/BScn course (Effective after October 15, 1958).

of
Successful attendance of at least 5 weeks of courses at an Academy
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.

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Demonstration and knowledge of Creative Processing,

Clear
Demonstration and knowledge of the basic clearing processes given in
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
Three Formal case history forms giving evidence of having helped
persons with Scientology (in addition to HCA/HPA required cases).

Qualifications for HCS/DScn
(effective October 15, 1958)

for
Certificate may not be issued for one year after date of application
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 5th 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 HPA/HCA, Advanced Procedure and Axioms was added to the list of texts, and also replaced Handbook for Preclears two paragraphs later.]

HCO POLICY LETTER OF 2 OCTOBER 1958

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 £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, £2.0.0, receive

your first lessons." An enrollment blank, that with £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 1 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

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HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy Street, London W.1
Issued at Washington

HCO POLICY LETTER OF 15 DECEMBER 1958

Distribution:
All Activities

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:

Tone 40 CCH 1
 CCH 2
 CCH3
 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.]

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LETTER	NOT	HCO	POLICY
FLASH	ORIGINAL	COLOUR	
WHITE	NOT	GREEN	ON

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

DofT	HCO BULLETIN OF 16 DECEMBER 1958
Acad Admin	
Ext Course Dir	
Acad Insts	
D of P	
Processing Admin	
HCO Bd of Review	
ACC Worldwide Inst	
HCO	

EXTENSION COURSE CURRICULUM

The Extension Course for HCA/HPA is outlined as follows:

Section A - I tablet

Lessons 1A to 20A, eight questions each lesson: Dianetics, Modern Science of Mental Health, entire book covered in 160 questions..

Section B - 1 tablet

Lessons 1B to 20B, eight questions each lesson, Science of Survival, entire book covered in 160 questions.

Section C - 1 tablet

Lessons 1C to 20C, eight questions each lesson. Advanced Procedure and Axioms, entire book covered in 160 questions.

Section D - 1 tablet

Lessons 1D to 20D, eight questions each lesson. Scientology: Fundamentals of Thought, entire book covered in 160 questions.

The Extension Course for HCS/BScn is outlined as follows:

Section E - 1 tablet

Lessons 1 E to 20E, eight questions each lesson. The Hubbard Electrometer and Electropsychometric Auditing, entire subject covered in 160 questions, theory and practice.

Section F - 1 tablet

Lessons 1F to 20F, eight questions each lesson, Scientology: 8-8008, entire book covered in 160 questions.

Section G - I tablet

Lessons I G to 20G, eight questions each lesson, The Creation of Human Ability, entire book covered in 160 questions.

Section H - 1 tablet

Lessons I H to 20H, eight questions each lesson. Various Clear Procedures

from various texts, entire subject covered in 160 questions.

The Extension Course for DScn/HGS is outlined as follows.

Section J - 1 tablet

Lessons 1J to. 20J, eight questions per lesson. All TR Drills,
entire
subject covered in 160 lessons (text not yet published).

Section K - I tablet .

Lessons 1K to 20K, eight questions per lesson, Track Scouting (text
not
yet.. published). Entire subject covered in 160 questions.

Section L - 1 tablet

Lessons 1 L to 20L, eight questions per lesson, Scientology
Organizations,
entire subject covered in 160 questions.

Section M - 1 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:

1. 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 questions.

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 writing it. It would take one

person months. Your contribution, as assigned in this bulletin, will speed it up

by months.

L. RON HUBBARD

LRH:md.rd

Distribution:

Not to be stencilled in London (their copies being sent direct from DC).
Info copies going to Melbourne, SA, and all field offices, via HCOs;
3 copies-1 for HCO, 1 to D of T, 1 to D of P.

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LETTER	NOT	HCO	POLICY
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WHITE	NOT	GREEN	ON

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.1

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 £7.10.0 per week.

L. RON HUBBARD

LRH:mp.vmm.cden

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HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.1

HCO POLICY LETTER OF 11 MAY 1959

(Convert into a Sec'l 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

LRH:cdm

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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

NW:brb.gh.rd

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 31 AUGUST 1959

CenOCon

CERTIFICATIONS

In order to get an HPA/HCA or BScn/HCS Certificate, it is not necessary

to wait one year.

all It is necessary, however, that the student be fully trained and have

Extension Course work completed and corrected.

NW:brb.rd

HCO Secretary WW

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HCO POLICY LETTER OF 22 FEBRUARY 1960

(Reissued from Sthil)

CenOCon

HCO Board of Review

HPA QUALIFICATIONS

all Policy states that an HPA/HCA certificate may not be awarded until

requirements including Extension Course, are completed.

graduated However, students who have completed the academy course and have

fact successfully and have passed the HCO Board of Review examination are in

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

NOT HCO POLICY LETTER
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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 pc definitions. Ability to open and close sessions; to handle ARC breaks and pc 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.ScN/HCS

Extension Course requirements completed. Account • for B.ScN/HCS Course paid

in full. B.ScN/HCS 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.Scen standard.

This is effective on all HCA/HPA B .Scn students finishing their Academy

training after 5th March 1960.

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Those students who have completed their HCA/HPA or B.Scen/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).

LRH:js.rd

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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-oils 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

for

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 OCTOBER 1960

CenOCon

CASE ASSESSMENTS FOR STUDENTS

It sometimes happens that a student can graduate from an HPA/HCA course and pass the exam, and yet fail in the field on account of a low case level or poor subjective reality on Scientology.

To prevent this, it is now policy that after an HPA/HCA student has passed the HCO Board of Review examination, and before a certificate is issued, he shall be required to have from the HCO Board of Review a case assessment. If it is found that their case is in poor shape, or that they have little subjective reality on Scientology, they must be ordered to processing before their certificate can be issued.

Issued by: Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

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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 10gns 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

LRH:js.aap

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HUBBARD COMMUNICATIONS OFFICE
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.

LRH:js:rd

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Jack Parkhouse

Assoc 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

[Excerpt]

Copy for each

Staff Hat

Not for Franchise

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.

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

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

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

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

The professional course is a tougher version with more requirements.

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

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

LRH:aec.js.rd

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L. RON HUBBARD

by L. Ron Hubbard

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[Note: A full copy of this Policy Letter, The Pattern of a Central
Organization,
appears in Volume 7, page 147.]

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 tile 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 comm course.

If in doubt about any of this, write Director of Training, HASI Johannesburg, P0 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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by L. Ron Hubbard

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HPA LECTURE SCHEDULE

- | | |
|---|---|
| 1. Pre-Logics | 14. Definitions of: Formal Auditing,
Tone 40 Auditing, Muzzled |
| Auditing | |
| 2. Logics | 15. Group Processing |
| 3. Scientology Axioms | 16. Running PE Courses |
| 4. Code of a Scientologist | 17. Running HAS Co-Audit Courses |
| 5. Code of Honour | 18. Knowingness Control |
| Responsibility | |
| 6. The Factors | 19. ARC |
| 7. Scales | 20. Victims |
| 8. Definitions | 21. Franchise |
| 9. Native State and first four
postulate chain | 22. Parts of Man |
| 10. Assists | 23. Havingness and Duplication |

11. The 8 Dynamics

24. SAPA Interpretation

12. The 4 Universes

25. How help became betrayal

13. Obsessive and Unknowing Games
Condition

26. Flat point

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WEEK 1 (Unit I)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30		Briefing				
		on Course				
		8C, Requir				
		ements,				
	Tape	Weekly rpt	Tape	Tape	Tape	Tape

		Ext Crse	14S/HPA	15S/HPA	16S/HPA	17S/HPA	
		etc. Coach					
		Auditor Pc					
		Student-					
		HATs					

9.30		-----	-----	-----	-----	-----	-----
			Comm Fmula	TR 2	Duplication	Auditor's	
		Lecture/	Confrontng	& TR 1	and Comm	Code	
		Briefing	TR 0	Axiom 28	bridges TR 3	& Handling	
			Mechanics			Origina-	
			of Control			tions	

10.00		-----	-----	-----	-----	-----	-----
		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK

10.15		-----	-----	-----	-----	-----	-----
		TR Sess.	TR 0	TR 1	TR2	TR3	TR4
		"A"					

11.15		-----	-----	-----	-----	-----	-----
		TR Sess.	TB 0	TR 1	TB 2	TB 3	TR 4
		"B"					

12.15		-----	-----	-----	-----	-----	-----
		Lecture/	TR 0	Comm Fmula	TR 2	Duplication	Handling
		Briefing				and Hvngness	Originatns

12.30							
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1.30							
	TR Sess.	TR 0	TR 1	TR2	TR3	TR4	
	"A"						
2.15							
	TR Sess.	TB 0	TR 1	TB 2	TB 3	TR 4	
	"B"						
3.00							
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
3.10							
	TR Sess.	TR 0	TR 1	TR2	TR3	TR4	
	"A"						
3.50							
	TR Sess.	TB 0	TR 1	TB 2	TB 3	TR 4	
	"B"						
4.30							
	Tape	Lect. # 6	Lect. # 7	Lect. # 8	Lect. #10.	Lect. # 17	
		5th London	5th London	5th London	5th London	5th London	
		ACC	ACC	ACC	ACC	ACC	
5.30							

WEEK 2 (Unit I)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30		Briefing				
		on Course				
		8C, Requir				
		ements,				
	Tape	Weekly rpt	Tape	Tape	Tape	Tape
		Ext Crse	18S/HPA	19S/HPA	20S/HPA	21S/HPA
		etc. Coach				
		Auditor Pc				
		Student-				
		HATs				
9.30						
	Lecture/	E-Meter	Tone	Dating	Dating	
	Briefing	Reactions	Arm	Using	Using	Dynamic

		Setting	Positions	Arm	Meter	Assessment	
		Calib Etc					
10.00		BREAK	BREAK	BREAK	BREAK	BREAK	
10.15		TR Sess.	See Lect	E-Meter	Dating	Dating	Dynamic
	"A"	Above	Reactions	Using Arm	Using Meter	Assessment	
11.15		TR Sess.	E-Meter	E-Meter	Dating	Dating	Dynamic
	"B"	Reactions	Reactions	Using Arm	Using Meter	Assessment	
12.15		Lecture/ Briefing	E-Meter	E-Meter	Dating	Dating	Dynamic
			Reactions	Reactions	Using Arm	Using Meter	Assessment
12.30		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1.30		TR Sess.	E-Meter	E-Meter	Dating	Dating	Dynamic
	"A"	Reactions	Reactions	Using Arm	Using Meter	Assessment	
2.15		TR Sess.	E-Meter	E-Meter	Dating	Dating	Dynamic
	"B"	Reactions	Reactions	Using Arm	Using Meter	Assessment	
3.00							

	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3.10	TR Sess.	E-Meter	E-Meter	Dating	Dating	Dynamic
	"A"	Reactions	Reactions	Using Arm	Using Meter	Assessment
3.50	TR Sess.	E-Meter	E-Meter	Dating	Dating	Dynamic
	"B"	Reactions	Reactions	Using Arm	Using Meter	Assessment
4.30	Tape	Lect. # 1	Lect. # 2	Lect. # 7	Lect. #8	Lect. #14
		6th London	6th London	6th London	6th London	6th London
		ACC	ACC	ACC	ACC	ACC
5.30						

WEEK 3 (Unit I)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30						

	Briefing						
	on Course						
	8C, Requir						
	ements,						
	Tape Weekly rpt	Tape	Tape	Tape	Tape	Tape	
	Ext Crse	22S/HPA	23S/HPA	24S/HPA	25S/HPA		
	etc. Coach						
	Auditor Pc						
	Student-						
	HATs						
9.30							
	Lecture/	Upper		Tone 40	Chart of	Spotting	
	Briefing	Indoc	TR 7	Auditing	Attitudes	Buttons	
		& TR 6				& TR 9	
						Coaching	
10.00							
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
10.15							
	TR Sess.	TR6 String	TR 7	TR 8	TR 8	TR 9	
	"A"	bodies non					

| | | verbal 8c | | | | | |

11.15 |-----|-----|-----|-----|-----|-----|

| TR Sess. | TR6 String| TR 7 | TR 8 | TR 8 | TR 9 |

| "B" | bodies non| | | | | |

| | verbal 8c | | | | | |

12.15 |-----|-----|-----|-----|-----|-----|

| Lecture/ | Control in| TR 7 | TR 8 | TR 8 | TR 9 |

| Briefing | Auditing | | | | | |

12.30 |-----|-----|-----|-----|-----|-----|

| LUNCH | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |

1.30 |-----|-----|-----|-----|-----|-----|

| TR Sess. | TR 6 | TR 7 | TR 8 | TR 9 | TR 9 |

| "A" | | | | | | |

2.15 |-----|-----|-----|-----|-----|-----|

| TR Sess. | TB 6 | TR 7 | TB 8 | TB 9 | TR 9 |

| "B" | | | | | | |

3.00 |-----|-----|-----|-----|-----|-----|

| BREAK | BREAK | BREAK | BREAK | BREAK | BREAK |

3.10 |-----|-----|-----|-----|-----|-----|

| TR Sess. | TR 6 | TR 7 | TR 8 | TR 9 | TR 9 |

| "A" | | | | | | |

3.50 |-----|-----|-----|-----|-----|-----|

	TR Sess.	TB 6	TR 7	TB 8	TB 9	TR 9
	"B"					
4.30	Tape	Lect. # 1	Lect. # 5	Lect. # 7	Lect. #9	Lect. # 25
		1st Melb	1st Melb	1st Melb	1st Melb	1st Melbon
		ACC	ACC	ACC	ACC	ACC
5.30						

WEEK 4 (Unit I)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30		Briefing				
		on Course				
		8C, Requir				
		ements,				
	Tape	Weekly rpt	Tape 26	Tape 26	Lect #1	Lect #3
		Ext Crse	Part 1	Part 2 & 3	State of	State of
		etc. Coach	S/HPA	S/HPA	Man	Man

1.30							
	TR Sess.	TR 0	Model	Model	Model	Model	
	"A"		Session	Session	Session	Session	
2.15							
	TR Sess.	TB 0	Model	Model	Model	Model	
	"B"		Session	Session	Session	Session	
3.00							
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
3.10							
	TR Sess.	TR 0	Model	Model	Model	Model	
	"A"		Session	Session	Session	Session	
3.50							
	TR Sess.	TB 0	Model	Model	Model	Model	
	"B"		Session	Session	Session	Session	
4.30							
	Tape	Lect. #26	Lect. #27	Lect. #29	Lect. #30	Lect. # 1	
		1st Melb	1st Melb	1st Melb	1st Melb	1st Melb	
		ACC	ACC	ACC	ACC	ACC	
5.30							

WEEK 1 (Unit 2)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30	Lecture	SEE LECTURE SCHEDULE				
9.15	Tape	Tape	Tape	Tape	Tape	Tape
		1 S/HPA	2 S/HPA	3 S/HPA	4 S/HPA	5 S/HPA
10.15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10.30	Lecture	SEE LECTURE SCHEDULE				
11.15	Briefing	SIX TYPES OF PROCESSES				
11.30	Auditing					
	Team "A"	SIX TYPES OF PROCESSES				

12.30							
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1.30	Lecture	SEE LECTURE SCHEDULE					
2.15	Auditing						
	Team "A"	SIX TYPES OF PROCESSES					
3.15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
3.30	Lecture	SEE LECTURE SCHEDULE					
4.30	Tape	Granting	Route 1	Route 1	Route 1-12	ARC Tri-	
		of Bngness	(4,5,6,7)	8,9,10,11	13, 14 15	angle 15th	
		2nd ACC	St of man	St of man	St of man	ACC	
5.30							

WEEK 2 (Unit 2)

SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME					

8.30		Purpose &	Purpose &				
	Lecture/	Running	Running				
	Tape	Op Pro by	Op Pro by	Tape	Tape	Tape	
		Dup	Dup	6 S/HPA	7 S/HPA	8 S/HPA	
9.30	Lecture			Deff, Desc, & Demo of "THING"			
10.00	BREAK			BREAK	BREAK	BREAK	
10.15	Team			Finding, Handling & becoming cause			
	"A"			over THING on other students			
11.15	Team.			Finding, Handling & becoming cause			
	"B"			over THING on other students			
12.15	Lecture			Deff, Desc, & Demo of "THING"			
12.30	LUNCH			LUNCH	LUNCH	LUNCH	
1.30							

	Team			Finding, Handling & becoming cause	
	"A"			over THING on other students	
2.15	-----			-----	-----
	Team.			Finding, Handling & becoming cause	
	"B"			over THING on other students	
3.00	-----			-----	-----
	BREAK			BREAK	BREAK BREAK
3.10	-----			-----	-----
	Team			Finding, Handling & becoming cause	
	"A"			over THING on other students	
3.50	-----			-----	-----
	Team.			Finding, Handling & becoming cause	
	"B"			over THING on other students	
4.30	-----			-----	-----
	Tape			Comm &	Exact 10. Uses of
				Is-ness	Control Control
				17th ACC	17th ACC 17th ACC
5.30	-----	-----	-----	-----	-----
	<hr/>				

WEEK 3 (Unit 2)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30	Tape	Tape	Tape	Tape	Tape	Tape
		9S/HPA	10S/HPA	11S/HPA	12S/HPA	13S/HPA
9.30	Lecture/ Briefing	Lecture on CCH's 1 and 2	Lecture on CCH's 2 and 3	Control in Sessions Reality Scale	SCS How to run	Auditing SCS
10.00	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10.15						

	Team	CCH 1	CCH 2	CCH 3	SCS	SCS
	"A"					
11.15	-----					
	Team	CCH 1	CCH 2	CCH 3	SCS	SCS
	"B"					
12.15	-----					
	Lecture/	CCH 1	CCH 2 & 3	CCH 4	SCS	SCS
	Briefing					
12.30	-----					
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30	-----					
	Team	CCH 1	CCH 3	CCH 4	SCS	SCS
	"A"					
2.15	-----					
	Team	CCH 1	CCH 3	CCH 4	SCS	SCS
	"B"					
3.00	-----					
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3.10	-----					
	TR Sess.	CCH 1	CCH 3	CCH 4	SCS	SCS
	"A"					
3.50	-----					

	TR Sess.	CCH 1	CCH 3	CCH 4	SCS	SCS
	"B"					
4.30	Tape	Lect. # 6	Lect. # 7	Lect. # 8	Lect. #10.	Lect. # 17
		5th London	5th London	5th London	5th London	5th London
		ACC	ACC	ACC	ACC	ACC
5.30						

(Unit 3)

TIME	SECTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30		Lect #5				
	Tape	State of	Tape	Tape	Tape	Tape
		Man	1S/HPA	2S/HPA	3S/HPA	4S/HPA
		Congress				
9.30						

	Lecture/	-----FORMULA 15 AUDITING RUNDOWN AND PROCEDURE-----					
	Briefing						
10.00							
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
10.15							
	Auditing	Formula	Formula	Formula	Formula	Formula	
		15	15	15	15	15	
12.15							
	Lecture/	-----FORMULA 15 AUDITING RUNDOWN AND PROCEDURE-----					
	Briefing						
12.30							
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1.30							
	Auditing	Formula	Formula	Formula	Formula	Formula	
		15	15	15	15	15	
2.55							
	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	
3.05							
	Auditing	Formula	Formula	Formula	Formula	Formula	
		15	15	15	15	15	
4.30							
	Tape	Lect. # 2	Lect. # 3	Granting	Route I	Route I	

		HCS	HCS	of Beingness	(4,5,6,7)	8,9,10,11
		Course	Course	2nd ACC	St of Man	St of man
5.30						

FORMULA 15: Clean up terminals in Scientology, Instructors, etc and also people who object to Scientology..

WEEK 1 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	TAPE	TAPE	TAPE	TAPE
8.00	Lecture/Briefing	TR 0	Comm Formula	TR 1
			Axiom 28, Mech	
			of Control	

8.30	BREAK	BREAK	BREAK	BREAK
8.40	Team A	TR 0	TR 0	TR 1
9.35	Team B	TR 0	TR 0	TR 1
10.30				

WEEK 2 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	TR 2	TR 3	TR 4
7.30	Team A	TR 2	TR 3	TR 4
8.30	BREAK	BREAK	BREAK	BREAK

8.40	-----	-----	-----	-----
	Team B	TR 2	TR 3	TR 4
9.35	-----	-----	-----	-----
	Tape	Tape	Tape	Tape
10.30	-----	-----	-----	-----
-----	-----			

WEEK 3 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	TAPE	TAPE (Clear 8C)	TAPE	TAPE
8.00	Lecture/Briefing	TR 6	TR 7	TR 8
8.30	BREAK	BREAK	BREAK	BREAK
8.40	-----	-----	-----	-----

	Team A	TR 6	TR 7	TR 8
9.35				
	Team B	TR 6	TR 7	TR 8
10.30				

WEEK 4 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	TR 8	TR 9	Spotting Btms
				TR & Coaching
7.30	Team A	TR 8	TR 9	TR 9
8.30	BREAK	BREAK	BREAK	BREAK
8.40				

	Team B	TR 8	TR 9	TR 9
9.35	TAPE	TAPE	TAPE	TAPE
10.30				

WEEK 5 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	TAPE	TAPE (Clear 8C)	TAPE	TAPE
8.00	Lecture/Briefing	E-Meter	TA Positions	Dating using
		Reactions		Arms

8.30	BREAK	BREAK	BREAK	BREAK
8.40	Team "A"	E-Meter Reactns	E-Meter Reactns	Dtg usng Arms
9.35	Team "B"	TR 0	E-Meter Reactns	Dtg usng Arms
10.30				

WEEK 6 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	Dating with Meter	Dynamic Assmnt	Dynamic Assmnt
7.30	Team A	Dating with Meter	Dynamic Assmnt	Dynamic Assmnt
8.30	BREAK	BREAK	BREAK	BREAK

8.40	Team B	Dating with Meter	Dynamic Assmnt	Dynamic Assmnt
9.35	Tape	Tape	Tape	Tape
10.30				

WEEK 7 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	TAPE	TAPE (Clear 8C)	TAPE	TAPE
8.00	Lecture/Briefing	Anti Q & A	Relevant/ Irrelevant Question	Model Session
8.30	BREAK	BREAK	BREAK	BREAK
8.40				

	Team A	Anti Q & A	Relevant/	Model Session
9.35			Irrelevant	
	Team B	Anti Q & A	Question	Model Session
10.30				

WEEK 8 UNIT 1

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	Model Session	Cause of Rising	Goals in
			TA Between Sess	Rudiments
7.30	Team A	Model Session	Model Session	Model Session
8.30	BREAK	BREAK	BREAK	BREAK
8.40				

	Team B	Model Session	Model Session	Model Session
9.35	TAPE	TAPE	TAPE	TAPE
10.30				

WEEK 1 UNIT 2

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture	SEE LECTURE SCHEDULE		
7.15	Briefing	6 TYPES OF PROCESSES		
7.30	Team A	6 TYPES OF PROCESSES		

8.15	Team B	6 TYPES OF PROCESSES		
9.00	BREAK	BREAK	BREAK	BREAK
9.15	Lecture	SEE LECTURE SCHEDULE		
9.30	Tape	Tape	Tape	Tape
10.30				

WEEK 3 UNIT 2

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	Definition, Desc, & Demo of "Thing"		
7.30	Team A	Finding, Handling & Becoming cause over "Thing"		

8.15	-----			
	BREAK	BREAK	BREAK	BREAK
8.30	-----			
	Team B	---Finding, Handling & Becoming cause over "Thing"---		
9.15	-----			
	Lecture	-----SEE LECTURE SCHEDULE-----		
9.30	-----			
	Tape	Tape	Tape	Tape
10.30	-----			
---	-----			

WEEK 2 UNIT 2

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
---	-----			
7.00	-----			
	Lecture	-----SEE LECTURE SCHEDULE-----		
7.15	-----			
	Briefing	-----6 TYPES OF PROCESSES-----		
7.30	-----			

	Team A	-----6 TYPES OF PROCESSES-----			
8.15					
	Team B	-----6 TYPES OF PROCESSES-----			
9.00					
	BREAK	BREAK	BREAK	BREAK	
9.15					
	Lecture	-----SEE LECTURE SCHEDULE-----			
9.30					
	Tape	Tape	Tape	Tape	
10.30					

WEEK 4 UNIT 2

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	---Definition, Desc, & Demo of "Thing"---		
7.30				

	Team A	---Finding, Handling & Becoming cause over "Thing"-		
8.15		-----	-----	-----
	BREAK	BREAK	BREAK	BREAK
8.30		-----	-----	-----
	Team B	---Finding, Handling & Becoming cause over "Thing"-		
9.15		-----	-----	-----
	Lecture	-----SEE LECTURE SCHEDULE-----		
9.30		-----	-----	-----
	Tape	Tape	Tape	Tape
10.30		-----	-----	-----
<hr/>				
		SUNDAY	8.30-9.00	Purpose of Op-Pro-by-Dup
			9.00-5.30	Running of Op-Pro-by-Dup
<hr/>				

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	CCH 1	CCH 2	CCH 3
7.15	Team A	CCH 1	CCH 2	CCH 3
8.15	BREAK	BREAK	BREAK	BREAK
8.30	Team B	CCH 1	CCH 2	CCH 3
9.30	Tape	Tape	Tape	Tape
10.30				
	SUNDAY	8.30-9.00	Purpose of Op-Pro-by-Dup	
		9.00-5.30	Running Op-Pro-by-Dup	

WEEK 6 UNIT 2

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	CCH 4	SCS	SCS
7.15	Team A	CCH 4	SCS	SCS
8.15	BREAK	BREAK	BREAK	BREAK
8.30	Team B	CCH 4	SCS	SCS
9.30	Tape	Tape	Tape	Tape
10.30				

WEEK 1 UNIT 3

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	Auditing Rundown	Auditing R/D	Auditing R/D
		Formula 15	Formula 15	Formula 15
7.15	Team A	Formula 15	Formula 15	Formula 15
8.15	BREAK	BREAK	BREAK	BREAK
8.30	Team B	Formula 15	Formula 15	Formula 15
9.35	TAPE	TAPE	TAPE	TAPE
10.30				

TIME	SECTION	MONDAY	WEDNESDAY	FRIDAY
7.00	Lecture/Briefing	Auditing Rundown	Auditing R/D	Auditing R/D
				TR & Coaching
7.15	Team A	Formula 15	Formula 15	Formula 15
8.15	BREAK	BREAK	BREAK	BREAK
8.30	Team B	Formula 15	Formula 15	Formula 15
9.35	TAPE	TAPE	TAPE	TAPE
10.30				

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 £131.5.0 total (which includes the £100 fee for the Practical
Scientology Course).

Board of Review).
Receive any required auditing to case level standard (set by HCO

cost).
Pass Practical (Academy) Course (Repeat necessary weeks at no extra

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,

Extension
For validation, it is necessary also to complete an HPA/HCA

Course and certain other requirements, as stipulated by the HCO Board of
Review.

L. RON HUBBARD

LRH:jl.cden

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HCO 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 1 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 1961.
2. Command of Model Session.
3. Command of the B-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 1 (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 HPA/HPS/HCS 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 art auditor out of the Academy without the basic skills down

perfectly is opening the door to failure.

Be tough!

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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

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HCO POLICY LETTER OF 26 MAY 1961

CenOCon

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 I consists of:

1. Command of the TRs, 1 to 9 Revised.
2. Command of the Model Session. (See Note 1)
3. Command of the B-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 pcs 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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LETTER

NOT HCO POLICY

CORRECT COLOUR FLASH

RED ON WHITE

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 7 JUNE 1961

Central Orgs

ACADEMY SCHEDULE, CLARIFICATION 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 Hay.

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 mid-twentieth 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 checked 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 B-Meter, the CCHs, the Pre Hay Scale and its use in assessment. The running of general Pre Hay 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 check 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 B-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 Hay 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, 1961.

No classes. He reports. He works with other students. He sweats it out.

He gets no auditing, but may be security checked and security check 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 check 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 authorize 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.

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[Note: This HCO B has been corrected per HCO P/L 9 October 1961, HPA/HCA Rundown Change, which moved the Auditor's Code from unit two to unit one.]

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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 Cont Exec Sec.

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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.

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HCO POLICY LETTER OF 6 OCTOBER 1961

CenOrgs

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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. Quirino

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 Hay 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?

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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 Slam?
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?

- two
46. On a Security Check, if the needle still falls on a question what 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 E-Meter be of use in auditing a person from Clear up to 0T?
57. What is the main use of the needle in Auditing?
58. What is the main use of the Tone Arm in Auditing?

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HUBBARD COMMUNICATIONS OFFICE
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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 B-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?

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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 mimeoed special Processing Check form, have him hold an E-Meter and check 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 checks 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 B-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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HUBBARD COMMUNICATIONS OFFICE
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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 BScn/HCS 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 BScn/HCS auditors for an "SOP Goals" 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, Sec 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 BScn/HCS course.

No student may qualify for the BScn/HCS Certificate with "SOP Goals" Validation Seal until he has:

1. Had sections "0" 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, 1961.

It is too dangerous running the wrong goal and terminal to permit
auditors

not qualified to find and run them on pcs.

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HCO POLICY LETTER OF 21 NOVEMBER 1961

HCO Secs
Assn Secs
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.

Secretary WW

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 24 NOVEMBER 1961

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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 E-METERING

All Academy students must be trained on B-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 B-Meters before being permitted to Sec

Check any other student.

A student may only use innocuous Sec 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 Sec 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 Info Ltr type Sec Checks. Prerequisite:
1 & 2 above, passing E-Meter Essentials with a grade of 70%,
having had B-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 B-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, entheta 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 II
examination can only be given if the student goes to work, on graduation,
at the
Central Organization or City Office.)

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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 retreads 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

LRH:sf.cden

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 MAY 1962

CenOCon
Franchise

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 doingness. 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:

TRs	CALM	FAIR	UNSURE
TR 0:	_____	_____	_____
TR 1:	_____	_____	_____
TR 2:	_____	_____	_____
TR 3:	_____	_____	_____
TR 4:	_____	_____	_____

CCHs			
CCH 1:	_____	_____	_____
CCH 2:	_____	_____	_____
CCH 3:	_____	_____	_____
CCH4:	_____	_____	_____

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/Hs:	_____	_____	_____
------------------------	-------	-------	-------

ARC Breaky Pes:	_____	_____	_____
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 Hay Process:	_____	_____	_____
Pre-J-Iav 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
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 MAY 1962

Sthll 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 an item and examination on it.

The book "B-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 I 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

LRH:jw.cden

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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 Ila 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 Ia:

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 Ib:

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 IIIa:

Theory Section:

Advanced
Various tapes and bulletins on Assessments. Problems Intensive.
HCO Bulletins and tapes on Rudiments.

Practical Section:

Practical Processes section of FICO 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 IIIb:

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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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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 II, and Saint Hill Courses.

An Academy HPA/HCA teaches up to Class ha 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 II skills. This is the Academy Class II 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 II 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.

Letter of Pertinent items of the Practical Processes Section of HCO Policy May 3, 1962.

Bulletin Auditing Section: Prepchecking by HCO Policy Letter forms and HCO 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 B-Meters at an advanced level.

Meter Theory Section: Auditor's Code, E-Meter Essentials, Havingness, E-Tapes.

Practical Section:

TRs: TRO,TR1,TR2,TR3,TR4.

Arm
E-Meter: Trimming, On-Off Switch, Sensitivity Knob, Tone
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 Hay Process.

Rudiment
Model Session: Script; Beginning Rudiments; End Rudiments;
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.

Off
Handling Pc: Detecting Missed W/Hs, ARC Breaking pcs, Getting
Missed W/Hs, Getting Off Invalidations, Q and A-ing with pc.

Overts,
Practical Processes. ARC break action by goals, Finding
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 IID: 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.

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Theory Section: Completion of CCII 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 IIIa: 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 pe 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.

drills Practical Section: Review of any weakness in Practical and other
 as required.

Auditing Section: Current Routine 3 process.

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LRH:jw.cden

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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 loses.

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 he or she was making a gross error, a thing students often
contest
or disbelieve.

Students usually believe the PC 15 "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 pcs" 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

pcs, pcs 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.

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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 Preclear'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 pe 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 pc's withholds.
7. Being late for session.
8. Concluding a session early.

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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

"TR3 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.

Section. 4. Re-passes Theory and Practical and is restored to Auditing

or

1. Giving Auditing.

2. Commits small error and is warned.

3. Commits same or bigger error and is Cancelled.

is 4. Fails to be industrious in re-passing Theory and Practical and
Cancelled as a pc.

pc 5. Passes and is restored to Auditing as an auditor and then as a
(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.

laid There is no process to be used in the Auditing Section except those
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

LRH:gLcden

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 MAY 1962

Issue II
All D of Ts
Do not remimeo

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

of You now have in your hands recent HCO Pol Ltrs including HCO Pol Ltr
May 24, 1962, Issue I.

a This gives you a three section Academy based on pilot work done for
year at Saint Hill.

are I want and need your comments and suggestions on these matters. You
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 Ie.

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.

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HUBBARD COMMUNICATIONS OFFICE
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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 II 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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HUBBARD COMMUNICATIONS OFFICE
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 II 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

CERTIFICATION 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 30% 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:

1. 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 Sec 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 1a, 1b, 1c and 2a.

These Classes each connote certain types of auditing. Class 1a has no auditing;

Class 1b 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 1b, 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 GAE'd, 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 1a, Class 1b, 1c 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 WB 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 scatterry 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.

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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 pc 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. That's 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

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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

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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 GAB fails to make it up and get his checksheet (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 GAB in the same week that it is given. That's a God-help-us proposition.

How does a person get a GAB? 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

GAB. 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 pcs 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, "Well, 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 Sec 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 pc (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 B-Meter to find out. You can't straighten out by administration what needs to be handled on an B-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 N-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 I, II and III, 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 B-Meter.

E-Meter II - Student A sitting in any posture with B-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 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 B-Meter 111 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. Get 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.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 SEPTEMBER 1962

CenOCon
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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 1st-goal

Clear, the individual must receive and complete training of HPA/FICA level BEFORE proceeding any further with auditing on his own case.

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[Cancelled by HCO P/L 31 May 1963, Training of Clears, page 341.]

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.

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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 GAB 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

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
rise themselves clear, don't have to act aberrated. A thetan can
student superior to his aberrations. Thus, the less worry about how a
Scientology has to be audited before he or she can audit, the better.
is a bootstrap operation. If this idea of "not in case shape to
we'll audit" or "not in condition to audit" is let creep in, then
they 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 pieces 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 Instructor 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.

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 "GAE" 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.

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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 GAB, 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 HPAs/HCA's 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 no 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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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/HCA's 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/HCA's 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/HCA's 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.

ALL THE HCO SEC AND THE ASSOCIATION SEC SHOULD REPORT TO ME REGULARLY ON 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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HUBBARD COMMUNICATIONS. OFFICE
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HCO POLICY LETTER OF 13 FEBRUARY 1963
Issue II

Academies -
Sthil Students

ACADEMY TAUGHT PROCESSES

The following processes must be taught in all Academies:

1. The C.CHs.
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 2-1 2A.
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 2-1-2" is stamped on a certificate.

With processes settling down we can get our house in order.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill-Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 MARCH AD 13

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CLASSIFICATION OF AUDITORS
CLASS II & GOALS
(Modifies all HCO Policy Letters on Classes of Auditors)

Goals finding is declared herewith to be a Class II activity.

Using Class II goal finding skills as released, any Class II Auditor may employ them to find goals.

Running the goal found on -Routine 3 processes is not authorized for Class II 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 II Auditor using standard prepchecking.

No goal found may be run on Routine 3 processes by a Class II 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 II AWARD

Class II may be awarded by reason of attendance and satisfactory completion of an Academy Course specifically designated for Class II 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 N awards are given to Saint Hill graduates who satisfactorily complete their training for these classes.

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HCO POLICY LETTER OF 31 MAY 1963

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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
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HCO POLICY LETTER OF 10 JUNE AD13

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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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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HPA/HCA 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 Org Control Area. If situated

within a Central Org Control Area, graduate placed on Interim DO
arrangements.

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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"

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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 neating 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.

their Those guys up there mean business. We've got to match or better
energy level and dedication or we lose.

We've been given this priceless chance.

We must make good.

ARC The hour lost on natter, the slow down time because of some petty
Break have to be salvaged.

We haven't any time for doubts and maunderings.

not We're the elite of Planet Earth, but that's only saying we're the
quite gone in the graveyard of the long gone.

in, Somehow, despite our condition and the degraded environment we're
what we've got to keep the dedication and the guts to carry through no matter
comes. And carry through.

And that's our future.

L. RON HUBBARD

LRH:dr.rd

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Change of

[See also HCO Policy Letter 21 August 1963,

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95.]

Organization Targets, Volume 2, Page

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 APRIL 1965

Remimeo

TECH

LEVEL 0 COMM COURSE

PE All Level 0 courses wherever taught must begin with the Dublin type
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 pcs 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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HCO POLICY LETTER OF 16 MAY 1965

Issue III
Remimeo
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 &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 "preclear" 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.

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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 I?"

"Who would I have to be to audit you?" is the type of process that best defines the Level-Recognition.

LRH:mh.cden

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[Note~ The 13 word Vocabulary referred to above can be found in Volume 2, Pages 95 & 96.]

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LETTER	NOT	HCO	POLICY
FLASH	ORIGINAL	COLOUR	
WHITE	NOT	GREEN	ON

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

not the province of HCA/HPA. 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 1958

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.1

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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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 WW,.

Peter Hemery
HCO Secretary WW
for
L. RON HUBBARD

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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 Sec _____
6. All ACC personnel checked out on their hats by HCO Sec _____
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 pcs 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 Scientologists and public.

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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/BScn 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 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.

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7. Assists at Registration of students.
8. Prepares ACC roll book.
9. Administers and scores APA/OcAs 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 do 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 Hill), 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

ACC send to LRH (and then direct to ACC file to HCO WW). Hands all other

files to local HCO Board of Review.

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Peter Hemery

HCO Secretary WW

for

L. RON HUBBARD

(Reissued from Sthil)

CenOCon

HAT ADDITION

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 Sec) 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.

LRH:js.rd

Rosamond Harper

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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 21 DECEMBER 1960

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 1 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 pcs 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 1A 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 pcs, 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.

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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
attack?"

These last two processes also handle problems, treatment and the
other
factors mentioned above and class as 1A processes.

Omit Routine 2 out of all instruction.

Rewrite your Pre-Hav 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 1A 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 sec 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 2Y2 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-Hav 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.Sc. 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 pcs
and
doing any available Sec 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 check 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 IA 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

LRH:jl.rd

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 DECEMBER 1961

Assoc Secs

HCO Cont Secs

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 II special courses. Advertise them as special as you
want.

All clearing courses fail where no Class II auditors exist.

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HCO POLICY LETTER OF 2 SEPTEMBER 1969

Remimeo
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 Standard 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

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 pc 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.

1. 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 HUBBARD APPRENTICE

SCIENTOLOGIST and may further train to Class I and by application to the nearest

Central Organization may have the person he has trained

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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 pc 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:

Class	Process Types	Certificate
0	Listen Style	HAS

I	Listen Style, Assists R-1-C Principles of ARC, Dynamics	HAS Classed
II	Repetitive Processes, CCHs, Straight Wire, Tone 40 and Formal Auditing Axioms O/W	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
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. 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 (VI).

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 I 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 I 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

LRH:gl.rd

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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 P01 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.

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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 P01 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 H course may be given this

student.

The cost of the original HQS course is envisioned as £35. It may not be

priced above this figure anywhere. The cost of an HAS course is envisioned as

not more than £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 £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 HI.

Academies will teach the HCA/HPA course with Level III materials. The

course is envisioned as 2 months in length and its cost about £78.

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 "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.

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.

LRH:dr.rd

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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 Scientologist 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.

LRH:dr.rd

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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 I and HQS Class II. 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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Certificates is

[Note: Policy on Founding Scientist

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given in Volume 2, pages

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 H 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 pcs 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.

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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 pcs "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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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-i.e. 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.

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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.

A group co-audit may not be run by a Co-Auditor, only by a Classified Auditor.

A 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

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Division of Saint Hill, giving him or her the right to use all processes
up to
and including Level 1V 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:

1. 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 5/- 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, (\$10) 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:

1. 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

LRH:dr.rd

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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: -

1. 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 AUDITOR'S 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 I. Level II has only a

HQS (Hubbard Qualified Scientologist) Certificate. There is no Class II.

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 Class III. If successful, he exchanges his HCA certificate for a HPA (Hubbard Professional Auditor) certificate, sealed with a Class III 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:

Grade specified
the
of
Book.
one

1. The Preclear Route: The Preclear progresses up the Levels, from I to Grade VI or above. He has no formal training, only enough 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.

There

2. The Co-Auditor Route: Preclear progress as in 1. above. Auditor progress is by training for Certificates only, not Classification.

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)

Auditor

3. The Professional Route: Preclear progress as in 1. above. progress is by training for Certificates, and also by training and examination for Classification, at Level III and above.

turn, but

Professional Auditors have to proceed through all the Levels in 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)
	-	HPA 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 II. And so on. Each level has

certain basic processes to be accomplished.

is 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.

is

extended to 15 April 1965. Preclear log books will be issued shortly.

Org's

area.

by the

Classified Auditor in charge of the Co-Audit.

up to

Class IV for trained auditors, and Grade N 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.

Hill

Hill

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:

Class Certificate	(Or Level)	Process	Types
0	Dangerous environment, ARC, education in basics of life. Case Improvement by education in Scientology and orientation in environment.		None
I	R1C for PTPs, R1CM (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.		HAS
II	Repetitive processes, Model Session, Op-Pro-By-Dup, 8-C, CCHs, Havingness, General O/W, ARC '63, Auditing Cycle, Case Improvement by disciplined comm cycle, awareness of - mind and environment, using TA of meter and cumulative TA divisions.		HQS
III	Auditing by List, Sec Checking by List, Prep-checking,		

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

V Omitted

HAA

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

Vu 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 GPMs 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

LRH:jw.rd

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[Added to by HCO P/L 18 June 1964, Professional Route Classification Requirements, page 378.]

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 AD14

Remimeo
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

LRH:nb.cden

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 DECEMBER 1964

Remimeo

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 Scientologist. 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 II course, hours or

months, the student must take his written and practical Classification examination for Level I. 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 II. 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 II. Prior to entering his fourth course, or months, the student may take his Classification examination for Class II. 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 I. He may take the other higher classification examinations as soon as he wishes.

Fourth Course, Level III. 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 III. 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 Of/Ice: PE Course permitted but not required. HAS, HQS and HCA.

Permission to teach HCA expires January 1, 1966, at which time City Offices will

teach only HAS and HQS.

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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 PB 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 III. 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

LRH:jw.cden

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 MARCH 1965

Gen Non Remimeo
Sthil Students
BPI

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 (Homer, 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 pcs!

There'd be no tendency to slow up or speed up a pc'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 III 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!

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HCO POLICY LETTER OF 5 MAY 1965

REISSUED 4 JULY 1970

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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 B-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 II 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 PB 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 II 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 pcs. 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.

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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

all classed for and if he is turned in to HCO because of it the pc can regain
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.

final Auditors graduated from the Saint Hill course can then take the
steps to make themselves clear and Saint Hill Interns are trained to make
Releases of the lowest cases.

all Training fees are uniform in the US now at \$100 for each course. In
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.

to make My job is to give you the materials to make Releases and the skill
Clear. I have done and will do everything I can to help anyone attain
these hitherto unreachable heights of life and ability.

Book The bridge is not only in, it is functioning every hour right now.
early. The traffic is heavy already. And auditors are the scarcest and
most valued beings on this planet.

L. RON HUBBARD

LRH:nt.aap

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 MAY 1965

(Revised and reissued on 19 Sept 1967)

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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:

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- his
1. The Release ordinarily experiences a heightened ability to put life to rights economically; and
 2. The heightened IQ and ability reflects in speed of study and comprehension.

is a
Release. The Release simply acquires it much faster and exhibits more skill doing it.

passes
For example, a student able before Release, to get only one or two a week on a Course should be able, when Released, to get ten times that.

until
The Release is cautioned not to fool about with the R6 materials 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."

one
The safe way is the correct way. Leave the Reactive mind alone until 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 Dianetic Release was later found

to be missed", (2) in paragraph 3, addition of phrase "up to Grade V", (3) in

paragraph 10, word "grades" used instead of "Classes", (4) in paragraph 11,

"Grade VI and VII auditing" instead of "Class VI".]

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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.

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HCO BULLETIN OF 5 AUGUST 1965

Certs & Awards

Issue to all new

Releases

RELEASE STAGES

Once a pc 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 misemotjon 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 pcs went keyed out clear and went away. They stayed that
way a

long time.

They were sure they had attained the zenith.

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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

1. 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?

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CLASSIFICATION AT UPPER LEVELS

TEMPORARY MEASURE

Classification for Levels II, III 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 1st Stage

Release on Comm Processes. (Warning-R2-12 is too fast and got us into trouble

by releasing too quickly and was grossiy 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 pe:

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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HCO BULLETIN OF 30 AUGUST 1965

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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.

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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 "1st 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 pc 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 pc a Release from Problems. You don't run a pc 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 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.

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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. Arid 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 PTSSs 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.

L. RON HUBBARD

LRH:ml.rd

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LETTER

NOT HCO POLICY

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 27 SEPTEMBER 1965

Remimeo

All Scientology

Staff

All Students

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:

Grade Where Done	Name	Materials	Former Name
Grade VIII Saint Hill	Operating Thetan	R1 Drills	Operating Thetan

Grade VII	CLEAR	Clearing Course	Clear
Saint Hill			
Solo			
Grade VI	Whole Track	R6 EW	Stage 4 Release
Saint Hill			
	Release		Release
Solo			
Grade VA	Power Plus	Added Power	Stage 3 Release
Hill by			Saint
Release		Release	Process
Class VII			
Auditor			
Grade V	Power Release	Power Processes	2nd Stage
Hill by			Saint
Release			Release
Class VII			
Grade IV	Ability Release	Service	None
Hill or			Saint
Release			Facsimiles
HGC5-Any			
			Class
IV or			
above			
Grade III	Freedom Release	R3H	None
or HGCs			SH
		ARC Breaks	Any
Class III			
			or
above			
Grade II	Relief Release	0/W Processes	None
or HGCs			SH
Release		Missed w/hs	Any
Class II			
		Joburg	or
above			
Grade I	Problems Release	Probs Intensive	None
or HGCs			SH
Release		Any Problems	Any
Class I			
		Process	or
above			

Hidden Standards

Book of Case

Remedies

Grade 0 or HGCs	Communications	Level 0 Processes	Keyed-Out Clear	SM
Release Class 0	Release	(0-0, 0-A, etc)	Book I Clear	Any
above				or
Ungraded Anywhere-any	Scientologist	Assists of all		None
Qualified		types		
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 "Grade- Release" for the Grade actually recovered is issued.

The SAME rehabilitation processes as issued are used for every type of Release.

Preclears 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 Qua! 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, 01W, 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 pc

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 O/W, 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 II, etc.

They are not entirely consecutive from 0 to IV. They are from V up.

For instance you rehabilitate a pc as Grade II Release (overts and withholds) by standard rehab approach. He is then declared a Grade II 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.

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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 pcs 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 pcs 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 YOUR STAFF AT 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 pcs 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 pcs 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 pcs 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 I, II, III, IV) if he's first

an HDC. BUT IT ISN'T REQUIRED.

Many pcs 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 Sen 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.

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Follow LRH ED 16 TNT 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.

We'll get 1. "If you have psychosomatic illnesses sign up for Dianetics. you examined by an MD and handle it."

2. "If you are not physically ill, sign up for Scientology."

A sick pc is channeled by the registrar and Tech Sec into Dianetics.

A fairly healthy pc is channeled by the registrar and Tech Sec direct into Scientology grades.

On a pc who is signing up for Power, if earlier Sen results were poor, put the pc onto Dianetics as this is a hidden psychosomatic illness.

A healthy pc can go from Scn grades to Dianetics to Power.

A 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 Scn 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

HCO POLICY LETTER OF 10 MAY 1970

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ALL TECH
AND QUAL
HATS

URGENT
IMPORTANT

SINGLE DECLARE

Multiple Declare

Cancelled

(This cancels HCO PL 6 Aug 1966, Declare,
Multiple, which permitted a pc to be run
from Grade 0 to IV and declare them all
at once.)

Policy: Only one grade of auditing may be declared or attested to
at one
time.

Many pcs have been found not to have attained the End Phenomena of
each
lower grade as per both the 1966 and 1968 Classification Charts.

Unless a pc directly attests the end phenomena to an Examiner the
Grade
cannot be awarded and the pc may not proceed.

The examiner is permitted to ask the end phenomena question for that
grade. If the pc cannot attest he has attained it, he must be returned to
session to have th-e 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 pG is not being set up well for a stable gain.

For instance Grade III can be repeated a dozen times.

The CCHs and others listed on the "Process Taught" Training Column
of the
1966 and 1968 Classifications Chart have become neglected YET ARE ALL
VALID FOR
THAT GRADE AND SHOULD ALL BE RUN, FOR A GRADE.

The Abilities Attained Column, Processing section of the 1966 and
1968
Classification Chart give the question that must be answered positively
before
the pc is let have the Grade or to have further grades.

The huge version of the Classification Chart should be republished
in a
huge format modified in text only as it extends upwards into OT grades.

These Classification Charts, particularly the Column under Training
"Processes Taught" and under Processing "Abilities Attained" are valid.
"Processes Taught" should also appear as "Processes Used" under the
Processing
side. Other Class VI Processes may also be used to attain these abilities.

IT IS POSSIBLE TO HAVE SEVERAL F/Ns PER GRADE.

It is Policy NOT to downgrade Scientology lower grades just for the
sake
of speed and Admin flows.

TRs (0 to 9) are curing some drug addicts.. They belong before
Dianetics.

Probably the main trouble orgs have had recently has come from
tossing

aside all Lower Grades. Thus the route to Total Freedom became impeded.

The Multiple Declare PL and any other advice from anyone permitting
pcs to
escape direct attestation of lower grades and Power are NOT VALID AND ARE
CANCELLED.

You will note that even the Multiple Declare PL (6 Aug 66) was SH
Only and
was intended only for rehabilitation of already run grades so Power could
be
run.

DON'T DOWNGRADE LOWER GRADES.

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Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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 (e) 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.

LRH:dr.cden

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HUBBARD COMMUNICATIONS OFFICE

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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.

LRH:gl.cden

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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.

LRH:jl.rd

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HCO POLICY LETTER OF 18 OCTOBER 1961

Svhil
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

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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:

on

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
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 Sec 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 0/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 Sec checks 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

LRH:esc.bp.cden

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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 Sec Check and will be assigned to auditing in Class II skills in a common room.

As soon as proficient at Sec Checking and other Class II skills and has been classified, the student will be permitted to assess a 3D 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 3D assessment and run.

Conditions of departure: When the student has passed examinations for Class II and has received a 3D 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 3D assessments and runs. This instructor does 3D item checks and incoming Sec Checks.

Administrator: There will be an administrator who will answer all correspondence, see to all room bookings, preparation of student packets and mimeos, care of auditing room assignments, case folders, student messages and related matters.

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LRH:esc.rd

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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.

LRH:jw.rcl

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addition

[Note: The amendment was the

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paragraphs.]

of the last five

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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 pc's auditor first as usual before being checked out by an Instructor.

A~ 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.

LRH:sf.rd

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HUBBARD COMMUNICATIONS OFFICE
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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 retread fee from the date of termination.

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[Note: The amendment is the addition of the last paragraph. -
Ed.]

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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 II 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.

LRH:jw.rd

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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.

LRFI:dr.cden.rd

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Sthil

HCO POLICY LETTER OF 9 JULY 1962

Sthil Staff

Jnstructors

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

Scientologists 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.

LRH:dr.cden.rd

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HCO POLICY LETTER OF 12 SEPTEMBER 1962

Issue II

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.

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LRH:gl.cden

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[See also HCO P/L 2 October 1962, Termination & Classification, page 41].

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 27 SEPTEMBER 1962

Issue II

Sthil 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.

LRH:dr.cden.rd

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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.

Review

Issued by: Reg Sharpe
HCO Board of
for
L. RON HUBBARD

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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 III-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 pe, 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 pcs 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.

LRH:jw.cden

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HUBBARD COMMUNICATIONS OFFICE
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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.

LRH:jw.rd

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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?

LRH:gl.cden

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 OCTOBER 1962

Issue II

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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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.

LRH:dr.rd

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FLASH

ORIGINAL COLOUR

WHITE

BLUE ON

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

FORM Dep/1

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
classification of

I do (do not) advise the

this student because

Classification

Completed _____

Initial _____

HCO BOARD OF REVIEW
classification of

I do (do not) advise the

this student because

Initial _____

L. RON HUBBARD
classifica

I hereby authorize the following

tion Class _____ and termination.

departure _____

I do not authorize

STUDENT
lack

I accept the above classification or

of it

because _____

departure _____

I withdraw notice of

Form must be sent to:

COURSE ADMINISTRATOR
Classifica

I have issued (have not issued)

student. _____

tions to this

FILE

Initial

419

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Sthil
CenO

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 ease 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.

LRH:gl.rd

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HUBBARD COMMUNICATIONS OFFICE
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HCO POLICY LETTER OF 23 NOVEMBER 1962

CenOCon

Franchise

Field

SAINT HILL RETREAD FEE

The retread fee for Saint Hill Special Briefing Course is 50% of the regular course fee.

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.

LRH:dr.rd

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HCO 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 ease 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 IA 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.

LRH:dr.cden

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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 R3-21.

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
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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 pc. 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, AD 12.

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.

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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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HCO POLICY LETTER OF 8 FEBRUARY 1963

Sthil

info D of Ts

CURRICULUM CHANGE

The following change in auditing for Units will go into effect
Monday

February 11th, 1963.

Y UNIT

Y Unit will revert to Missed Withholds and Prepchecking and will
complete

a Goals Prepcheck. 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.

R3-MX R2-12A will be struck from all check sheets as fast as replaced by data.

R2- 1 2A will be done in V Unit only.

Routine 3-MX only will be done in Z Unit.

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 FEBRUARY 1963

BPI

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 exact 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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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 failing technique, but doing that technique on a fellow student, and shall be to achieve a result with that technique in a reasonable time, transferred to W Unit, and shall have no auditing for two weeks.
3. Case responsibility shall be exclusively with the auditor and no plea 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 as such.

Such strenuous regulations and their strenuous application are necessary if students-and you-are to leave here clear.

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HCO POLICY LETTER OF 13 FEBRUARY 1963

Sthil
Academies

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 Rockslammer 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 "Yes" 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 coal....." 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 pe, 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 pcs 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 Hill 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

1. 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 hail.

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. -

Issued by: Reg Sharpe

SHSBC

LRH:dr.aap

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Course Secretary

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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HUBBARD COMMUNICATIONS OFFICE

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 AD13.

5th THEORY SECTION - Jenny Edmonds, HSG, D.Sc. Will specialize in the

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

new basic. Instead the student will be undercut in data in accordance with the

and levels of Scientology (HCO Pol Ltr of July 30, AD13), omitting Level Two

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 pc to auditor comm line. X Unit to be divided into three parts, X one using MS, ruds, hay and Comm Cycle, X two using MS, ruds, hay, 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 pc 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
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 OCTOBER AD13

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

Sthil

HCO (Sthil) LTD

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

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 20 FEBRUARY 1964

[Excerpt]

Sthil
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 III 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 X1. 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

LRH:jw.rd

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[Notes A complete copy of this Policy Letter appears in Volume 7, page 31.]

436

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 UT 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.

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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.

LRH:dr.cden

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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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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 APRIL 1964

Issue II

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:

1. 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 £275 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 £275 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.

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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 organi-

zations 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

1. 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

2. 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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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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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 MAY 1964

Sthil

INSTRUCTOR'S 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:

T.V. Demo results:

Number of Students on Course: _____
Number of Applications on hand: _____

_____ Sign.

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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 initialed by a Theory Instructor.

Auditing Assignments

In auditing before the Level VI 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.

Why One does or does not know the data before him. That's elementary. 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

LRH:jw.cden

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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 AT 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.

LRH:jw.rd

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 SEPTEMBER 1964

Remimeo

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 lie 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.

LRH:jw.cden.rd

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[Cancelled by HCO P/L 13 November 1964, Provisional Class VI
Classification, page 448.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 NOVEMBER 1964

Remimeo
Franchise
Sthil Students

PROVISIONAL CLASS VI CLASSIFICATION

(Cancels HCO Policy Letter of 18 September 1964.)

(Confirms HCO Bulletin of 1 November AD14 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 R6 OR AUDIT PCS ON
R6."

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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LRH:jw.rd

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 FEBRUARY 1965

Gen Non-
Remimeo
Sthil Scientology Staff -
Sthil Students
Franchise

COURSE PATTERN
(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

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B I	Class I	Unit B	Chapel
B II	Class II	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 pre-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 that has received all required processes of Grade and, 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 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 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, 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' UT, 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

LRH:jw.cden

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[Modified by HCO P/L 2 April 1965, Star-rate Checkouts for Process, page
453, and -amended by HCO P/L 14 October 1965, Course Pattern, page 464.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 MARCH 1965

Sthl

FACULTY MEETING REPORT

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 Remimeo

Sthl Scientology

Div III

staff

Sthl Students

Board of Review

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

HCO POLICY-LETTER OF 13 APRIL 1965

Sthil

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 AD15

Gen Non Remimeo Issue II

Post Staff Board

Post Student Board

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 II 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, pcs 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
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HCO POLICY LETTER OF 14 APRIL AD 15

Gen Non Remimeo

Sthil Execs

Tech Division - TR

Sthil Students

Tech Sec HAT

GPM UNIT

D of T HAT

GPM Unit Instructor HAT

Examiners: Check out

All GPM Unit Students

all Hats marked on this

1st Issue to all new

HCO Pol Ltr.

GPM Unit Students

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.

LRH:mLrd

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[Note: Paragraph regarding bonus has been corrected per HCO PL 23 April
1965,

Issue H, adding specific of who gets bonus.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 MAY 1965

Gen Non Remimeo

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, I and II are perfectly capable of improving meter conditions on

the average pc 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 1965

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.

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 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.

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.

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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

R6EW

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 pc 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 interneship.

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.

L. RON HUBBARD

LRH:ml.cden

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 OCTOBER 1965

Gen Non-Remimeo (Amends HCO Policy Letter of
Sthil Scientology Staff 27 February 1965)
Sthil Students
Franchise

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 II
- 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 II	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, he 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 £2 per day until he is able to pass an Exam on the Level.

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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 skimped.

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.

L. RON HUBBARD

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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 Sec

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 pc.

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.

E- Persons taking this course with no earlier training must be given an

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.

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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 check 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 -

and 3. The student is not all at sea about the principles of the level
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;

very 3. Show evidence of having released a pc at that level and in a
proper, uncopied report.

flunk of The 5 GAEs if they appear at any time at any level constitute a
the examination.

knows Examinations should only be carried on to a point where the Examiner
whether the student doesn't know or knows but examination should be quite
pitiless.

send the An Examiner finding a student is obviously too bad should always
student to Review for an Assist before sending to Cramming.

anything The Assist should handle ARC Breaks and misunderstands before
else.

The Only flunking incorrectly or passing incorrectly upsets students.
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.

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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.

on
This rule is true regardless of what other activities they undertake
their own time.

the
No student may hold a post on the Foundation, if, in the opinion of
Supervisor, it interferes with the student's progress on course.

if
Any student holding a Foundation post must be immediately replaced
course progress is being impeded.

ORDERS AND ROUTING

Org
T,
Any orders or routings given to a student by another section of the
which will interfere with course hours must be done via the Tech Sec, D of
and the Course Supervisor of the student concerned.

the
The sole intention of the latter is to prevent students from
"disappearing" from course into the HGC, Review, or anywhere else, without
Supervisor having directly sent the Student.

LRH:ec.rd

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HCO POLICY LETTER OF 13 SEPTEMBER 1966

Remimeo 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.

L. RON HUBBARD
Founder

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Saint Hill Manor, East Grinstead, Sussex

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

I. 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.

II. 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.

III. 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

Remimeo
SHSBC Students
SOLO Students
Franchise
FSMs
BP!

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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HUBBARD COMMUNICATIONS OFFICE
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

money; might be necessary for him to have Review auditing, and this costs 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 PR Course. This is a free service and will not lose you your pc. 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)
Otto Roos) Ad Council SH
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-Remimeo
SHSBC Students
SH Tech & Qual Staff
SH Foundation

FAST FLOW FOR SHSBC STUDENTS' PRECLEARS
Amends HCO Pol. Letter 30 Dec. 1966

1. The supreme policy being: RAPIDITY OF PARTICLE FLOW ALONE DETERMINES

POWER, it is imperative that the preclear, once the completion is reached, immediately continues the routing on lines and finishes the cycle he is on.

2. Therefore, any stops put forward by the insistence that a SHSBC Student's preclear should wait until the evening or even the week-end for the Declaration of his grade or grades on foundation lines, instead of day lines is a violation of the Fast Flow System and constitutes use of policy to stop a flow.

3. Therefore in future preclears are to be put on lines for declaration of a grade or grades without any delay on lines whatsoever.

Sec SH	Blanka Annakin	Public Exec
	Edie Hoyseth	Qual Sec SH
SH	Bene Neal	HCO Area Sec
SH	Monica Quirino	HCO Exec Sec
SH	Herbie Parkhouse	Org Exec Sec
	Ken Urquhart	LRH Comm SH
Sec WW	Anne Tampion	D/HCO Exec
WW	Allan Ferguson	Org Exec Sec
Sec WW	Tony Dunleavy	Public Exec
	Ken Delderfield	LRH Comm WW
WW	Joan McNocher	Dep Guardian
WW	Mary Sue Hubbard	The Guardian

LRH:jc.rd

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for

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE
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.

full The film The Pattern of the Bank - and any other pertinent film with
checkouts On its data (not just viewed).
Whole track data.
R6 EW technology.
Solo Auditing to Grade VI Release.
Release Certification when attained.

enroll When this course is completed, the Grade VI Release is eligible to
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.)

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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 0-TV 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 £275.

An additional fee of £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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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 NOVEMBER 1965

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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 £ 11.9.2 subtracted from

£275 equals amount to be credited toward the Solo Audit Course.

LRH:ml.kd

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HUBBARD COMMUNICATIONS OFFICE
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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

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

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 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.

Cheminais

Chief Solo Course Sup	:	Malcolm
Director of Training	:	Dalene Regenass
Tech Sec SH	:	Allan Ferguson
Qual Sec SH	:	Helen Pollen
HCO Area Sec SH	:	Bene Neal
Chairman, Ad Council SH	:	Helen Pollen
Exec Council SH	:	J.J. Delance Barbara Gentry
Pub Exec Sec SH	:	Rosalie Vosper
LRH Comm SH	:	Irene Dunleavy
Chairman, Ad Council WW	:	Mike Davidson
Exec Council WW	:	Lenka Marinko Tony Dunleavy
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

HUBBARD COMMUNICATIONS OFFICE
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.

L. RON HUBBARD

LRH:emp.kd

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HUBBARD COMMUNICATIONS OFFICE
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"
(flow D
of T).

In HCO Pol Ltr of 1 April 1960 Regulations for Staff Members and Ex-
Staff
Members, # 2, "Any Staff Member of the organization may not audit any
current
preclear or student unless that preclear or student has been signed up for
processing in the Hubbard Guidance Centre by the Registrar and has been
assigned
the auditor by the Director of Processing" (now HGC Admin).

These policies are still in effect. Any Staff Member, student or
Interne
requiring an assist or Review (unless an Emergency) must notify their Dept
Head
who arranges with Qualifications Div, Dept of Review for an assist to be
given
if the Dept Head deems it necessary.

The only exception is the Clearing Course Student who is handled entirely

by the Clearing Course Supervisor and may not be audited, sent to Review, or

given an assist (except in an Emergency like an Injury) by anyone. The Clearing

Course Supervisor is notified if a Clearing Course student is having difficulty

with their case at home, at work, etc and the Clearing Course Supervisor handles

it.

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HUBBARD COMMUNICATIONS OFFICE
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.

LRH:ml.rd

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

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.]

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 MARCH 1966

Remimeo
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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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 APRIL 1966

Gen Non-Remimeo
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

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 AUGUST 1966

Remimeo

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 Remimeo

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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Saint Hill Manor, East Grinstead, Sussex

Gen Non

HCO POLICY LETTER OF 12 AUGUST AD 16

Remimeo

OT Course Students

Issue II

Clearing Course Students

All Staff

Post Public Bull. Board

THE OPERATING THETAN COURSE

in Each Org

The UT 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 UT 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 UT 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 1 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.

LRH:lb-r.bh

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Remimeo HCO POLICY LETTER OF 16 AUGUST 1966

Ethics Hats Issue II

Clearing Course

Super

Clearing Course CLEARING COURSE SECURITY

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.

LRH:ec.bh

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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 Course,
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 £27.0.0 (or the equivalent in local currency) must be paid in to the Area Cashier by the student. £ 12.0.0 must be transferred IMMEDIATELY to Saint Hill to cover the

postage and handling costs that have been incurred in airmailing the student's

complete folder to the Continental Organization and £ 12.0.0 is retained to

cover the Continental Org's expenses in returning the folder to Saint Hill.

Balance of £3.0.0 comprises the Continental Organization's Clear Check fee.

When the Checkout has been completed and the student has been announced

Clear, a cable is sent to the Clearing Course Supervisor WW announcing the following facts:

1. Name of Clear.
2. TA position.

3. Where the Clear received his early training.

The Continental Clear Check routing form is then completed and sent to the

Clearing Course Supervisor WW complete with the student's complete folder and all reports and materials used in the Checkout.

Every Continental Clear Checker must have completed the following steps

before being allowed to check out a Clear:

1. Checked out thoroughly on all Clearing Course Tech Materials.
2. Checked out on the Clearing Course remedies.
3. Checked out on the Clear Check Hat.

Training of a Clear Checker is done under the Supervision of the Divisional Organizer, Qual WW.

Having been checked out Clear, if the person is invited on the OT Course

Part One, enrollment can be handled by mail from Saint Hill.

LRH:jd.rd

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HCO POLICY LETTER OF 14 NOVEMBER AD16
(Replaces HCO Policy Letter of 12 August AD 16)

Remimeo

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.

LRH:jp.rd

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[Note: The 14 Nov '66 revision was inclusion in third paragraph of Clear Checks

given at authorized Continental Organizations. This P/L was later revised and

reissued as HCO P/L 12 August 1971 Issue IV, OT Courses, in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 DECEMBER 1966

Sthil only

WW and SH Execs

Ethics

Cont Clear Checkers

Cl Cse Personnel

Cl 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.

LRH:jp.rd

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Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 JANUARY 1967

Remimeo

Franchise

FSMs

All Students

All Preclears

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 decontaminating 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

LRH:jp.cden

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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 II 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.

LRH:jpsd 1967
by L. Ron Hubbard
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Executive Council WW
Mary Sue Hubbard
The Guardian WW
for
L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 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.

LRH:jp.bh

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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.

OT Each ADVANCED COURSES Supervisor is now allotted his own Clearing or

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

LRH:jp.bh

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The Guardian WW

for L. RON

Founder

HUBBARD COMMUNICATIONS OFFICE
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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
Cl Cse Personnel
ClCse Students
OTCseStudents

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 Qua! must be done by a Clear member of Qua!

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.

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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 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.

LRH:lb-r.jp.rd

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Founder

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[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

III, 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 & SF1 Execs

Ethics

Advanced Courses Personnel

CC Students

OTC Students

CLEARING AND OT COURSE REGULATIONS

(Continues HCO Pol Ltr of 30 Sept 1966 of same name)

18. Clearing and UT 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

LRH:jp.cden

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The Guardian WW

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 NOVEMBER 1967

Remimeo

HCO Div I

Dir I & R

Ethics

HCO Area Sec

Advanced Courses Hats
Security Checker Hat

ADDITIONAL POLICIES ON ADVANCED COURSES SECURITY

Mixed Practices and Clearing Course Security

Any applicant for Advanced Courses (Solo Audit Course, Clearing Course or

OT Course) discovered or known to have any current record of mixed practices may

not be accepted on such until he has had a thorough Review in Qua! with the

matter handled and passed a probationary period of at least three months.

The PURPOSE OF THIS POLICY is to ensure that it be ascertained beyond any

shadow of a doubt that the person has truly left former practices, because a

'mixed Practice Case' is a risk to Advanced Course Security.

ADDITIONAL POLICIES ON ETHICS CLEARANCE FOR CLEARING COURSE

When passing on Ethics Clearance for the Clearing Course, the Ethics Officer must examine the Applicant's Central File Folder and Org Personnel File

in addition to his Ethics File.

SUMMARY OF ETHICS RECORD

The Ethics Officer WW is to check the Advanced Scheduling Book on the 1st

of every month for anyone who intends enrolling on an Advanced Course the following month (i.e., on the first of January the book is checked for applicants in February). When such a name is found, the Ethics Officer WW is to

contact Airmail the Continental Org concerned for a summary of the person's

Ethics Record. The Ethics Officer of the Continental Org concerned fills in the following form:

SUMMARY OF ETHICS RECORD

TO: ETHICS OFFICER WW

FROM: ETHICS SECTION _____

APPLICANT'S NAME: _____

LOCAL ADDRESS: _____

1. Was the applicant ever ORG STAFF _____ PRECLEAR _____
STUDENT _____

2. Number of chits in Ethics File _____-

3. Number of Ethics Orders issued on the Applicant

4. Nature of Ethics Orders

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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 III 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 bad Ethics Record Yes _____ No _____

IF THE ANSWERS TO ANY OF THESE POINTS 8 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

Officer

_____ Ethics

Location

Date

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 UT Course).

Written by a Board of Investigation

CHAIRMAN : Monica Quirino

SECRETARY : Dalene Regenass

MEMBER : David Ziff

LRHjp rd

for Mary Sue Hubbard

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The Guardian WW

by L. Ron Hubbard

for L. RON HUBBARD

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Founder

[Note: HCO Policy Letter of 21 November 1967, Additional Policies on Advanced Courses Security, is cancelled. - LRH. HCO P/L 28 January 1968.]

[This Policy Letter was later revised and reissued as HCO P/L 12 August 1971 Issue II, 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

Remimeo

CANCELLATION OF HCO POLICY LETTER OF 12 SEPT 1967
AND HCO POLICY LETTER OF 13 SEPT 1967

HCO Policy Letter 13 September 1967, "Clear Check Outs" and HCO
Policy

Letter of 12 September 1967, "Clearing and 0. T. Course Regulations,
Clearing

and 0. 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

LRH:jp.rd

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 DECEMBER 1969

Class VIII
Level VI SHSBC
R6EW 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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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.

Supervisor

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Reissued by
Flag Advanced Courses

for
Training and Services Aide

for
L. RON HUBBARD
Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 OCTOBER 1968

Issue II

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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L. RON HUBBARD

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.

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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-I-II-III-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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Founder

[Cancelled by HCO P/L 17 November 1969, Dianetics and Scientology Services, page 401.]

HUBBARD COMMUNICATIONS OFFICE

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 III. It is not a requirement that

one has to have completed UT III but his III Solo Auditing must be successfully

in progress before beginning Class VIII studies.

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Lt. Nate Jessup
CS-4
for
L. RON HUBBARD
Founder

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LETTER

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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 auditor's 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.

LETTER

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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 pcs 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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HUBBARD COMMUNICATIONS OFFICE
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 RCA (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.

3.30 Have a set of Briefing lectures on tape for him to listen to between

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

LETTER

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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

9-2-57

497

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.1

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.1

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:

1 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.

5 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 pc 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.1

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.

1 week	-	50 gns.	Pro.	25 gns.
3 weeks	-	125 gns.	Pro.	75 gns.
5 weeks	-	£200	Pro.	125 gns.
6 weeks	-	£240	Pro.	150 gns.
7 weeks	-	£275	Pro.	175 gns.
8 weeks	-	£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 Pcs:

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 (1st such ACC was 5th London October-November 1958) may the staff auditor run engrams or use CCH 0. Early Dianetic 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

500

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.1

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

HGC Effective 2 April 1959, HCO must pass on all auditors employed by an

from technical qualification standpoint only.

The following criteria only will be used.

1. 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.1

Convert to HCO POLICY LETTER OF 2 JUNE 1959
Sec ED

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. •

501

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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 \$ 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.

LRH:brb.rd

L. RON HUBBARD

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[Excerpted from HCO P/L 26 August AD9, Promotional Functions of Various
Depts. A

complete copy is in Volume 7, page 135.]

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LETTER

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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'l 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.

1. 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

1. 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 the insane.
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.

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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.

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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.

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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.

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.

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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.

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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.

L. RON HUBBARD
Executive Director

[SEAL]

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 pcs. 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

by L. Ron Hubbard
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LETTER	NOT	HCO	POLICY
FLASH	ORIGINAL	COLOUR	
GOLD		GREEN	ON

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.

LRH:NW:dd.rd

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HCO Secretary WW

for

L. RON HUBBARD

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO 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 a memo 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.1

HCO POLICY LETTER OF 1 JANUARY 1960

Fran Hldrs (Reissued from St Hill)
HCO Secs
Assn Secs
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 Secs are authorised to E-Meter check out any and all such lists on staff

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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 Secs or HCO Secs 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 aver 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

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Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 JANUARY 1960

CenOCon

REQUIREMENTS FOR HGC 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

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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 I 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 IQs. 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 ~C 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 I 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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HCO POLICY LETTER OF 17 SEPTEMBER 1960

DofPs
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 pc demands a break or if the auditor declares one, the time 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 pc 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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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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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 MARCH 1961

HCO Secs

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 Secs, Assoc Secs, Ds of P, all HGC Personnel,
all Auditors auditing staff, all 22nd American ACC students, and all 3rd S.A.
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF '20 MARCH 1961

Issue II
CenOCon
D of P
All Staff Auditors
HCO Area Sec Hat Check
thoroughly and often
and on all new auditors

BASIC STAFF AUDITOR'S 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 pcs.)

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 pe 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 pcs.

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 HGC. 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 rim 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 Pre-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 I?" 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 where 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 I?"

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.

Pcs Priorly Audited

Pcs 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-reactions 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
ever 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 FTP 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 FTP 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.

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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.

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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 Mode' 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 HCO P/L 26 May 1961, Basic Staff Auditor's Hat, page 536.]