

BOARD TECHNICAL BULLETIN

6 NOVEMBER 1972 R

ISSUE II

REVISED & REISSUED 15 JULY 1974 AS BTB

(The only change is "LRH" and

References added to page 1,

paragraph 1.)

Remimeo

CANCELS

HCO BULLETIN OF 6 NOVEMBER 1972

ISSUE II

SAME TITLE

Auditor Admin Series 9R

THE PROGRAM SHEET

A program by definition is "the sequence of actions, session by session to be undertaken on a case by the C/S in his directions to the Auditor or Auditors auditing the case" LRH and is "any series of actions designed by a C/S to bring about definite results in a PC." LRH (References: HCOB 23 August 1971 C/S Series No. 1, and HCOB 12 June 1970 C/S Series No. 2.)

THE THREE TYPES OF PROGRAMS

There are three types of programs:

1. THE PROGRESS (REPAIR) PROGRAM: to eradicate case mishandling by current life or auditing errors. This program is written on a red sheet.
2. THE ADVANCE (RETURN) PROGRAM: major actions to be undertaken to get the case back on the Class Chart from wherever he has erroneously gotten to on it. This program is written on a blue sheet.
3. THE BASIC PROGRAM: laid out in the Classification and Graduation Chart.

(Note: An Exp Dn Program is written on a green sheet.)

The Program consists of the PC's name, the date, brief case notes of why the program is being written, and the actions numbered 1, 2, 3, etc. to be done on the PC to bring about a definite result. The person writing the program prints his name at the bottom.

These Program Sheets are kept paper clipped on the inside of the Front Cover, earliest at the bottom to latest on top.

THE RESPONSIBILITY OF
THE C/S

A C/S works at completing the program that is topmost. As each step of the program is completed it is ticked off marked "DONE" with the date.

When the whole program is done, it is marked "PROGRAM DONE (DATE)".

All flubs made in doing the program are marked in and repaired.

If while doing a blue (or green) program an extensive repair is undertaken then this is programmed on a red sheet and then this becomes the topmost program. The blue sheet should however be marked at the point it was left and can be resumed when the red one is done.

Any program retired because of new data about a case should be so marked with the date.

The Auditor as C/S is responsible for marking off the programs as above.

EVIL PURPOSES AND R/Ses

Evil Purposes and R/S items are marked on the left-hand edge of the topmost program in red with the date and worksheet page number.

References: HCOB 12 June 70 C/S Series No. 2
PROGRAMMING OF CASES
TAPE 7 April 72 Exp Dn Tape 3
AUDITOR ADMINISTRATION

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