

HUBBARD COMMUNICATIONS OFFICE  
1312 19th Street, Northwest  
Washington 9, D. C.  
(Issued HCO WW - Re-issued HCO DC -  
Re-issued HCO LA)

Fran. Hldrs. HCO POLICY LETTER OF JANUARY 1, 1960  
HCO Secs.  
Assn. Secs.  
HCO and Central Org Staff.

Dist:  
STAFF HATS  
Co-Audit Inst. Hat.  
Study Gr. Inst.  
Dir. of Processing

Administrative Procedure for Reducing Overts

This Policy Letter is to be followed in HGC's, Co-Audits, and with staff and field auditors and pc's 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 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 pc's 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 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 pc's to wind up with a new overt in his own consideration - though factually it's no overt, let me assure you, for me to know that somebody else is enroute 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 endeavor 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 authorized to E\_Meter check out any and all such lists on staff members or important field auditors and to send the result of such check outs to be for the file. Without such HCO Sec. 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 utilize 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 St. Paul, for my verification or denial or further advices.

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.

LRH:js:mg:ash

L. RON HUBBARD

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