## HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex, (Reissued by HCO LA)

D of Ps.
D of T.
Assn. Secs.
HCO Secs.
Staff Auditors

HCO POLICY LETTER of 17, SEPTEMBER 1960

## 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 so spent is added to the 25 hours, which is to say, the time is made up in actual auditing in the same day it occurred. Careful count must be kept of a break since it must be added to session time and hiven 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-withold 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  $\Lambda$  CC 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.

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