HCO POLICY LETTER OF 20 JUNE 1968

Remimeo

ETHICS OFFICERS

By recent experience and tests in the Sea Org it requires a ratio of one ethics officer for every 20 people being handled in or by an org. This at first glance is incredible. But by actual test this got in tech and Admin in an area for the first time.

Tech can't be gotten in unless Ethics is in. We've proved that by actual stats. Admin can't be gotten in until our 3 techs are in (tech of Ethics, tech of processing and training, tech of Admin itself).

So if Admin is out, then Ethics and Tech are out. If Ethics is out then Tech is out.

Thus TO START AN ORG OR KEEP IT THERE, Ethics MUST BE GOTTEN IN AND KEPT IN.

As far as a PC goes Ethics is the beginning. As far as a student goes Ethics is the beginning. As far as an Org goes, ETHICS IS THE BEGINNING and behind every org sag there is out ethics.

The reason Franchises fold, they have no Ethics Officers.

So if its that important to stats, beef it up!

To hold Ethics in on an org it took 1 Ethics personnel for every 20 on staff or handled as the MINIMUM.

Thus we get a minimum Ethics roster for the SH org (not including WW or Pubs).

    1 - Chief Ethics Officer
    1 - Staff Ethics Officer In Charge
    4 - Asst Staff Ethics Officers
    1 - Student/PC Ethics Officer In Charge
    1 - Asst Student Ethics Officer
    1 - Asst PC Ethics Officer
    1 - Public Ethics Officer In Charge
    3 - Asst Public Ethics Officers
    1 - Ethics Receptionist
    1 - Ethics Receptionist/Typist
    1 - Ethics Clerk In Charge
    1 - Asst Ethics Clerk

This makes a 17 person Ethics section for SH, having 3 units of Staff, students/pcs and Public with office personnel for reception and filing.

Then the SH Evening Foundation requires 3 E/Os, 1 for staff, 1 for students/pcs, 1 for public.

Then the Weekend Foundation with 3 more.

Then for WW there would be

    1 - International Chief Ethics
    1 - Asst Int Staff E/O
    1 - Asst Int Stu/pc E/O
    1 - Asst Int Public E/O

And an International Clerk/Typist and 1 International files clerk.

Then for WW there would be

1 - Chief Ethics Officer WW
1 - Staff Ethics Officer WW
1 - Public Ethics Officer WW
1 - Guardians Office Staff Ethics Officer
1 - Pubs Org Ethics Officer In Charge
1 - Pubs Org Staff Ethics Officer

In the SH - WW - Pubs areas there would then be 3 Ethics Personnel.

So what about a Continental Org?

Obviously it needs 1 Chief E/O and 3 for Assistant E/Os. And the Org to which it is attached needs about 1 in 20 as at SH.

Note that there are 3 zones. These are STAFF, STUDENTS/PCS, and PUBLIC.

The Staff E/O handles the staff only and their familial connections.

The Student/PC E/O handles Students/pcs and their familial connections.

The Public E/O handles the public, of course.

So what happens in a little org. Obviously it can't afford 3 E/Os. But as it can't afford to go broke or vanish either, and 3 E/Os are required if one is to expand.

So it is firm policy that:

NO ORG MAY EXIST WHICH HAS LESS THAN 3 ETHICS OFFICERS, and THE HCO ES GOES INTO NON-EXISTENCE IF SHE HAS LESS THAN 3 E/Os AND ONE E/FILE CLERK FULL TIME.

The policy that says E/Os must do their own filing is cancelled.

As filing is vital to Ethics one files/reception personnel must exist for every 3 E/Os. One can have 4 or 5 E/Os with one file clerk but 6 E/Os require 2 file clerks.

The title Chief Ethics Officer is used when he has 3 full time (or in foundations, foundation time) Ethics Officers.

The title Ethics Officer In-Charge is used when one has a Chief Ethics Officer over him and at least one other below him.

The title Ethics Officer is used to denote single occupancy of a section.

The title Assistant Ethics Officer is used to indicate E/Os who have an In Charge over them.

The Senior Ethics Officer on the planet is the International Chief Ethics Officer WW.

Over the Int Chief E/O are the Masters at Arms of the Sea Org.

The "badge" of a Chief Ethics Officer is a brass capped bamboo baton. The badge of an Ethics Officer is a swagger stick.

ALL E/Os of whatever kind or wherever in the org or public are part of Dept 3 Ethics Section Only. Divisional heads etc are not given E/Os except HCO.

L. RON HUBBARD
Founder