COMPLIANCE REPORTS

*(Amendment is added starting
pg 4)*

(Note: The Compliance Admin system can be wildly out.
Compliance reports can fail to reach LRH or the person
ordering such as a Sen Executive or Officer.)

This P/L (FO) is to set things right.

Essentially there is a Command Comm cycle. HE WHO GIVES
THE ORDER GETS AN ANSWER!

They are never routed off the lines before they reach
the originator of the order. To do so creates an atmosphere
of non-compliance. The originator knowing only that he has
never heard thinks the order has not been done, or is forced
to listen to rumour, or has to use other lines to get the
data.

And thus no real co-ordination of orders can occur.

And the originator is driven into apathy on getting
compliance to even the most simple orders.

WHAT A COMPLIANCE REPORT ISN'T

Daily reports to Aides, Captains, COs OTL and juniors
are NOT compliance reports but info only.

Such daily reports contain:

    1.   The activities of their zone.
    2.   Particularly any important event
         that is occurring.
    3.   Any data that would be of interest
         to the senior.

Such reports are very explicit, never generalized and
must not rely upon supposed knowledge of the recipient.
Give full name rank serial number type data, never Major Jones
called today type information. That relies on the recipient
remembering who Major Jones is. It's Major Jones of the
American Trade Association. Enough data to clearly identify
WHO. And in the same way of course enough data to identify
WHAT or WHAT ABOUT.

And never use confusing type abbreviations. C/S can
mean Case Supervisor or Church of Scientology or even cycles
per second!

Daily reports are NOT compliance reports but info only
summarized for fast assimilation by the recipient.

WHAT A COMPLIANCE REPORT IS

A compliance report is exactly that. It is a REPORT OF
COMPLIANCE, a complete cycle reported to the originator DONE.

It is not a cycle begun, it is not a cycle in progress.
It is a cycle completed AND REPORTED BACK TO THE ORIGINATOR
AS DONE so that the Command Comm Cycle is completed.

To merely commence a cycle is not to comply. To merely
make some progress is not to comply. To drive it through to
completion is. And to then report DONE to the originator
is to put in a compliance report.

A compliance report has to be answered with the order
and get logged and the answer goes to whoever issued the
order. Standard TRs.

In practice a compliance report takes the following form.
It is in standard despatch form routed through the usual
channels. It is headed at the top middle of the page
COMPLIANCE REPORT. It has a brief concise description of
what was done.

1.   It is in standard despatch form routed through the
      usual channels.

2.   It is headed at the top of the page in the middle
      COMPLIANCE REPORT.

3.   It has a brief concise description of what was done.

4.   It has clipped to it ALL the original orders so that
      the originator and communicators on the line can see
      at a glance what was ordered, and comparing this with
      what was done, see that it is in fact a compliance,
      a completed cycle.

5.   Any other relevant information is also clipped behind.
      Such as a carbon of a letter written if that was what
      was ordered.

6.   AND IT IS ADDRESSED AND GOES TO THE PERSON ORIGINATING
      THE ORDER, via any communicator who logs it as a
      compliance.

7.   It contains an attestation that what was done has been
      completed; such as "order attached completed".

COMPLIANCES ON EDs AND EVAL PGMS

The above applies strictly to compliances on orders in despatch or telex or verbal form - those that are not divided up into targets in programme or project format.

The administration of compliances on programme and project targets is different.

Here the primary consideration is that of speed and teamwork, as it is usually necessary to complete the targets quickly in order to handle an emergency or to effect an opportune expansion.

The responsibility for the completion of the whole programme is assigned to a specific terminal - a communicator or Flag Rep, or another. This person's part in the team is to simply collect reports attesting "I have done Tgt No. ___ of ED ___ ," in a large accessible basket prominently displayed for that purpose, and to then himself inspect and collect or report on the evidence which indicates whether or not the target was done.

If he cannot verify that the target was done, or finds that it is falsely reported done, then he takes appropriate Ethics action and intervenes to obtain the full compliance.

But usually he will find it has been done, and makes it his business to collect the evidence and write up his observations on the compliance.

The compliance reports, evidence and observations are placed in the folder for the programme which also contains his master copy of the programme stapled to the inside front cover of the folder.

The thing to bear in mind when collecting evidence and observing the compliance is that it is from this data that the evaluators will do his 4 last targets, so the data should be adequate to this purpose.

The programme folder is presented in due course to the originator, together with all debug actions and their results.

A competent and industrious Communicator would carry out the four last targets for this Executive, and present them with the completed programme for approval.

AMENDMENT

The preceeding steps on how to handle compliance on programmes is practical for locally originated programmes.

However where a programme has been originated from a Source EXTERNAL and not local to that Org - such as Flag originating a Pgm to be done by an outer Org for example - the following steps are added:

The person in the Org verifying a target compliance
when writing up his verification, does so in DUPLICATE.
One copy goes to the local Pgm folder and one copy goes
to the terminal in charge at Flag for seeing to the
execution of the Programme.

In cases where a second terminal or set of terminals
needs to also be advised of the target compliances - as
specified in the Pgm or by specific separate issue - the
verification should be written up in TRIPLICATE. The extra
copy can then be routed to those designated.

This then allows those external to the Org who are
also responsible for observation and execution of the Pgm
in the Org to be kept adequately informed without disrupting
the Org's local Pgm folder for such compliances.

Nothing else is otherwise changed in the preceeding
steps of this issue.

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Revised by
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for the

BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY