

HCO BULLETIN  
of August 27, 1958

A Model Hat for an Executive

Primary

To Accomplish the purposes of the organization and/or his department on a continuing basis by the use of adequate organization and personnel.

To get people in his or her department or organization to get the work done.

To understand the jobs of staff members and to get them to ably wear all of their hats.

Secondary

To gain compliance with old or create new standard policy as necessary and to gain compliance in particular with the policy laid down by the board and the policy already existing in standard hats.

Planning of campaigns and activities to create new or fulfill old demands and to utilize thereby personnel.

Personnel

Improving his personnels' understanding of their posts and duties and improving their interest and activity on that post.

Acquiring new personnel as needed and reducing personnel when not needed

Adjusting work burden.

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An executive must realize that this is his whole hat as an executive and that any other activity in which he is engaged than the above is another hat and should be written up as such and is no part of his executive hat. He must also be certain that an adequate amount of his time is spent filling his executive post, not another post he holds as a staff terminal.

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See HCO Bulletin of August 27, 1958, entitled Executives of Scientology Organizations.

HUBBARD COMMUNICATIONS OFFICE  
WASHINGTON, D. C.

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Part 2

An executive keeps a complete duplicate of all hats in his Organization (Department) Hat Book.

When a clarification is made in any comm channel the executive makes up a change sheet for each hat effected and makes the change in his own Organization (or Department) Hat Book.

He does not leave verbal changes unwritten and unrecorded. If he did so he would mess up all hats.

The task of an executive is to put hats on people. Therefore he should be very careful not to violate hats by introducing emergency programs which pull off hats or by "temporarily" pulling people off post to do jobs not covered by their hats. If he has such jobs not covered by hats he should make provisions for their accomplishment in existing hats or create new hats.

L. RON HUBBARD