

Cen0con

HCO BULLETIN OF OCTOBER 6, 1959

Responsibility and Achievement

The following suggestion, made by Ray Jensen, Dep. Director of Training in Melbourne, in a dispatch to LRH, is of interest to all Dept. Heads and Staff Members:

"Something very interesting I have noticed in the Academy over the last few weeks is that since recording the total receipts each week the Academy income has increased tremendously. This has made me much more aware of my post and the amount of cause I am over it. This ties in very much with the statement that if everybody did exactly their job as laid out in policy and HAT writeups, the HASI would always have at least a par unit. On my own observation of the Academy and 2-way coming with other departments I have found that once they stopped recording what they achieve each week the achievements drop off. When you start recording each week the achievements come up. My suggestion is that the Department Head mock up some questions regarding what each member of his department should be ACHIEVING, taking these questions from the HAT writeup of the terminal and Bulletins. The Department Head would then check these questions with the terminal each week. In this way the terminal would become more aware of, responsible for and cause over his post, which is what we want."

PH:iet:mg

PETER HEMERY
HCO Communicator WW.

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HCO POLICY LETTER OF OCTOBER 5, 1959

Tape and Record Production - HAT

PURPOSE: To insure excellent quality reproduction of voice in tape and record production. To make sure that all materials released via tape and record follow organization policy.

- No. 1. Receives master quality tape copy or B master from Tape Master Library tape to go into production (whether as tape or record).
- No. 2. Listens to quality of tape.
- No. 3. Edits out all snaps, pops, coughs of audience (where possible) and LRH coughs (where possible). Cuts out any phrases which might in some way down-grade Scientology, Scientologists, or Central Organizations.
- No. 4. Edits lectures to 24'30" for records. (So that overprint does not show up)
- No. 5. Make production master if for tape distribution, and send edited copy master to Master Tape file for filing.
- No. 6. Receives orders from DCI shipping for tapes and sends out production master for copying or does it on org. equipment - whichever is being done at the time. Makes labels for tapes when finished and sends to shipping to ship.
- No. 7. For records - sends the edited lecture to (organization outside handling same). Receives back an acetate test pressing. If not OK, correct what is wrong either in master tape or if the outside Org. is goofing tell them what to correct. When you receive an acetate test pressing which is OK send back for test pressing of actual record. If OK with LRH then send in order for record and quantity. Also send in mock-up of label to go on record.
- No. 8. When final test pressing OK'd send to printing name of lecture, copyright date, lecturer, event, to have labels for record jackets made. Make sure there are enough record jackets in stock to cover quantity. If not then order from printing (using usual P. O. routing).
- No. 9. When final records are received they are to be packaged by Book Admin. and shipped by shipping. Delivery receipt and P.O. sent to accounting. Master tape copy sent back to master tape library for future use.

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No. 10. When finished making copies of tapes send production master back to master tape library for filing and future use.

No. 11. When a tape and/or record is released make sure that the text is copyrighted with the exact wording as on tape or record. Not necessary to send a copy of the tape or record to copyright office, only one original typed copy.

LRH:iet:mg

L. RON HUBBARD

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Central
Orgs.

HCO BULLETIN OF OCTOBER 6, 1959

The Recommendation of Franchised Auditors

U. K. Franchise Holders get their names published in Certainty and also get recommended to people in the field only if they have had the latest validation.

If they have not then this is how to give Scientology a bad name. We must feel confident in our recommendation.

So please get auditors in for the latest validation course.

NW:iet:mg

NORMA WEBB
HCO Secretary WW.

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