

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 24 NOVEMBER 1971  
ISSUE III

Remimeo  
(Translate to  
European  
Languages)  
All Staff  
Tech & Qual

Tape-Course Series No. 8

ADMINISTRATIVE AND HAT MATERIALS

In Scientology and Dianetics Organizations "Administrative materials" or "Hat materials" (materials designed to train a staff member in his HAT - or job) are those books, tapes, magazines, HCO Bulletins, HCO Policy Letters and other authorized issues designed to explain and guide the internal Administration and running of the organization and individual staff jobs.

These materials are usually listed in sequence on "Staff Course" checksheets or on "Hat Checksheets".

When these materials are translated from English into the local language they are translated verbally and are recorded on tapes.

They are translated in the item by item sequence of the hat checksheet or staff course.

The tapes are used as given in HCO B 24 November 71, Issue II "Course Materials" (Tape-Course Series No. 7) using tape players equipt with earphones and a start-stop footpedal control.

However these tapes and materials must not be played to the Organizations public and may not be sold as courses to the public. They are intended only for Org staff members working full time on the staff of a Scientology or Dianetics Organization.

These materials are of too high a gradient for the public and have many Scientology Administrative terms that would result in misunderstood words, upsets and blows (terminating departures) from the Organization. This brings loss of the Orgs public and crashed income.

They are to be used only by staff members for staff training purposes.

NOTE: Take great care of these materials they are of great value and are available only to staff of Scientology and Dianetics Organizations.

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