

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 12 DECEMBER 1971
ISSUE X

Remimeo
Cramming
Officers

Revised 21 February 1972
(Changes are in Script Type)

Cramming Series 4

CRAMMING EXPERTISE

The Cramming Officer uses Word Clearing Methods 2, 3 and 4 routinely, twinning up Auditors, students and staff who have an OK to do Method 2, and using himself Method 4.

All new HCO Bulletins or technical HCO PLs issued are checked out on all HGC Auditors and Internes by the Cramming Officer within 24 hours of receipt.

The Cramming Officer has these main actions which he ensures are done by all HGC Auditors, C/Ses, and Internes:

- A. That they read the new HCO Bulletin fully.
- B. That all misunderstood words are fully cleared, using Method 3 and 4 routinely. Starrate checkout is then done by Cramming Officer.
- C. That all new procedures issued are drilled, including E-Meter drills if required by the procedure.
- D. Clay demos of the key principles in the new HCO Bulletin.
- E. Writes up a list of "Okays to Audit" for the procedure, and sends to D of P for use in pc assignment.

Any confused technical questions, strange ideas or considerations expressed are immediately handled with word clearing Method 4.

All Case Supervisors and Tech and Qual personnel on technical posts must also check out on all new HCO Bulletins and technical Policy Letters. They do A, B and D above. Word Clearing is done as needed, as covered above.

Most Cramming cycles should be TRs, Code, metering, including positioning, process reviews and drills. The Cramming Officer requires all auditors to review their TRs in Cramming. Auditor quality comes from these actions. *Misunderstoods can also be searched for on these using Method 4 Word Clearing.*

All Cramming cycles are always done in Cramming.

Cramming slips are given to the Cramming Officer and logged. Ordinarily, the cramming cycle is done the same day so the auditor can return to auditing *that action* as soon as possible. When it can't be done, the stand-by auditor picks up the pc.

Cramming is not a vacation for auditors who goof. An auditor is expected to keep auditing his hours and cram in his own time, unless the Cramming order specifically states "off auditing".

However, the Auditor may not audit the action he goofed until the Cramming cycle is complete.

It's obvious that the auditor is not allowed to audit the action he was sent to Cramming on until corrected, as he will make the same error again.

An auditor with any outstanding Cramming cycle he has not handled is subject to cancellation of all his okays to audit. An auditor auditing without an okay to audit that grade is subject to total retread. The route to flubless auditing, C/Sing and excellent results is positive and repeated cramming.

All persons coming out of Cramming are required to visit the Student Examiner and get F/N VGIs on the materials crammed or newly checked out. No F/N VGIs results in a return to Cramming to pick up and clear the misunderstands.

Qual Aide

for

L. RON HUBBARD
FOUNDER