HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 20 JANUARY 1973 *R*

Remimeo
C/S
D of P
Pc Examiner
Qual Sec
Tech Services

REVISED 18 MARCH 1973
(Amendments in Italics)

C/S Series 86

THE RED TAG LINE

There is a precise line for handling Red Tags which must be put in and maintained.

A Red Tag is a large red card placed on the outside front cover of a pc folder which indicates that a REPAIR SESSION must be done within 24 hours, or if a full FES is required, within 72 hours.

A Red Tag is placed on the front of a folder by the *C/S, Senior* C/S or Qual Sec for one or more of the following reasons:

A. No FN VGIs at Exams after a session, word clearing, product or post purpose clearing or Why Finding or 3 May PL.

B. Roller-coaster bad exam report within a few hours of a session.

C. Pc ill within a few days of any major case action, or word clearing, product or post purpose clearing or why finding or 3 May 72 PL.

D. C/S notes out tech in a session, even though it FNed at Exams, which could cause the pc trouble. (E.g. Out List or a chain left unflat.)

E. Flunked Declare of any major action or Grade, accompanied by a BER.

The Red Tag line is handled in the following manner:

1. Auditor completes the session.

2. Auditor takes pc to Examiner. PC RED TAGS, AS PER A-E ABOVE.

3. EXAMINER PAPER CLIPS A RED TAG TO THE EXAM FORM, LOGS THE EXAM IN THE ROUTINE EXAMS LOG BOOK IN RED AND ALSO IN THE SPECIAL RED TAG EXAMS BOOK AND BODY ROUTES (OR GETS IT BODY ROUTED BY QUAL PAGE) INTO THE HANDS OF THE D OF P FOR IMMEDIATE HANDLING.

   This also alerts the D of P to the situation and gives him time to schedule an immediate session.

4. The D of P places the Red Tagged Exam form into a special Reg Tagged basket in Tech Services for collection by the Auditor. Only Red Tag exam forms may go in this basket.

5a.   The auditor may take the pc back into session at this
       point and do a repair with the appropriate correction
       list, except in the case of a flunked Declare, which
       must return to the C/S, or a re-Red Tag after an
       Auditor has done an after session Correction List
       action.

5b.   Pc returns to exams. If pc still no FN VGIs, continue
       on this line as follows:

6.   The Auditor collects the Exam from the Reg Tag basket,
       writes up the session and places the folder, with the
       exam form and red tag clipped to the front of the
       folder, into the hands of the Folder Page.

7.   The Folder Page immediately delivers the folder to
       the C/S, alerting him that this is a Red Tag folder.

8.   The C/S inspects the folder and TAKES THE RED TAG
       OFF THE EXAM *REPORT* AND CLIPS IT TO THE FRONT OF THE
       PC FOLDER.

9.   C/S writes up the repair C/S, Cramming Order and logs
       the Red Tag in his Red Tag log book.

10.   C/S calls the Folder Page to collect the folder and
       deliver to the D of P for immediate handling and
       assignment.

11.   The Folder Page places the Reg Tag folder in a special
       rack on which ONLY Red Tag folders are placed. Red
       Tag folders must not be mixed up with general folders.
       Only a Red Tag folder may be placed on top of a Red
       Tag folder.

12.   Tech Services HGC Admin places a Red Tag alongside the
       name of the pc on the scheduling board. This red tag
       comes off when the pc is un-red tagged.

13.   Tech Services HGC Admin alerts the D of P that the
       Red Tag folder is back from the C/S and ready for
       assignment.

14.   D of P immediately assigns the auditor to take the
       pc back into session to complete the repair session.

15.   Auditor does the repair and takes the pc to Exams.
       Pc now has FN VGIs. Examiner gets the form to Tech
       Services routine pc exams basket for Auditor
       collection. If no FN VGIs handle as per 3 to 14
       above again.

16.   Auditor collects the exam and writes up the session.
       Places the folder in the "C/S" rack.

17.   Folder Page takes the folder to the C/S as part of
       routine traffic for the day.

18.   C/S ensures that the session Out Tech has been
       corrected to FN VGIs. If not fully corrected or
       more goofs noted, C/S handles as per 8 and 9 above.

19. When the C/S is fully satisfied the Out Tech is
     handled THE C/S REMOVES THE RED TAG FROM THE FRONT
     OF THE FOLDER AND STRIKES THE NAME OFF HIS RED TAG
     LOG BOOK.

     There are several daily actions which must be done
in association with the above lines to keep the Red Tag
lines in:

     a. The C/S sends a daily attested report to Pc
         Exams listing all Red Tag and Un-Red Tag pcs.
         This must be in the hands of Pc Exams by 9
         am of the following morning. Pc Exams checks
         the list off against his Red Tag book and
         strikes off all those confirmed as handled.

         If the C/S list of Red Tags and Un-Red Tags
         does not tally with his own list the Pc
         Examiner must report the matter, with exact
         specifics, to the Qual Sec for investigation
         and handling.

     b. Pc Examiner sends a daily list at the end
         of each day of all Red Tags to the Cramming
         Officer and C/S. For the C/S this provides
         a confirmatory line against his own marked
         Red Tags for the day. For the Cramming
         Officer, this provides data on who should
         be sent for Cramming. If persons on the
         Pc Examiner Red Tag daily list do not report
         for Cramming within 24 hours, the Cramming
         Off must report to the Dir Correction or
         Qual Sec for investigation and handling.

     The Qual Sec or Senior C/S may independently inspect
and Red Tag any pc folder, for due cause per A-E on page
1. In this case, the Qual Sec or Qual Senior C/S will
write up the Cramming Orders on the Auditor.

     The rule on a Red Tag is: WHOEVER PUTS IT ON THE
FRONT OF THE FOLDER TAKES IT OFF. (C/S or Qual Sec.)

     A D of P is well advised to have a Review Auditor on
standby who is not assigned regular pcs, to handle Red
Tag repair sessions when the Auditor cannot complete the
action, through Retread or Retrain required.

     The existing penalty for failure to handle a Red Tag
within 24 hours is loss of the entire HGC stats for the
day when the unhandled Red Tag is found as per HCO PL 8
Sept 70 Examiner's 24 Hour Rule.

     An additional penalty is now added for the Auditor
concerned. He or she is docked one day's pay for each
day after the 24 hours has expired (or 72 hours if an
FES has to be done) until the pc has been un-red tagged.
It is an Auditor's responsibility to see that his pc is
handled, even if the Auditor is routed off auditing for
corrective actions. A second such offence will additionally
earn a Court of Ethics.

The HAS is responsible for getting this line in and drilled and the Qual Sec is responsible for maintaining it.

A wall chart should be made up showing the C/S Series 25 and Red Tag lines, with the Red Tag lines marked in red, in order to effectively drill and chinese school Dept 12 personnel, Tech Services and Qual and really get the line in.

Ens. Judy Ziff
CS-5

and

Alan Gilbertson
Exp Dn C/S

Authorized by AVU

for

L. RON HUBBARD
FOUNDER