

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 20 JANUARY 1973RE
REVISED 19 APRIL 1990

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

(This HCOB was compiled at LRH's directions and from his materials. It was later incorrectly converted to a BTB and some LRH data was deleted from it. The issue is hereby restored as an HCOB and updated to include later LRH data on the administration of the Red Tag Line. BTB 20 Jan. 73RD, C/S Series 86RD, THE RED TAG LINE is cancelled. Revisions not in script.)

C/S Series 86RE

THE RED TAG LINE

Refs:

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| HCO PL 13 Oct. 68RA Rev. 18.10.86 HCOB 13 June 70 | PC EXAMINER C/S Series 3 SESSION PRIORITIES - REPAIR PGMS AND THEIR PRIORITY CASES AND MORALE OF STAFF |
| HCO PL 20 July 70 HCOB 21 Aug. 70 | C/S Series 16 SESSION GRADING |
| HCO PL 8 Sept. 70RA Rev. 24.10.75 HCO PL 13 Jan. 71 | EXAMINER'S 24 HOUR RULE EXAM 24 HOUR RULE (Additional Information) |
| HCOB 6 Apr. 71 | C/S Series 34 NON-F/N CASES |
| HCOB 26 Sept. 74 HCOB 3 May 83 | HANDLING FLUBBED PCS C/S Series 117 WHO OR WHAT IS A "C/S"? |

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. An FES may be called for but does not waive the 24 hour rule.

A red tag is placed on the front of a folder by the Pc Examiner, C/S, Senior C/S or Qual Sec for one or more of the following reasons:

- A. No F/N at Exams after a session, metered Word Clearing, Product or Post Purpose Clearing, cramming, False Data Stripping, Why Finding, 3 May 72 PL or PTS check.
- 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 metered Word Clearing, Product or Post Purpose Clearing, cramming, False Data Stripping, Why Finding, 3 May 72 PL or PTS check.

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

This pertains to staff and students as well as HGC pcs.

The Red Tag Line is handled in the following manner:

1. PC RED TAGS AS PER A-D ABOVE.
2. EXAMINER PAPER CLIPS A RED TAG TO THE EXAM FORM, LOGS THE EXAM IN THE EXAMS LOG BOOK IN RED AND BODY ROUTES (OR GETS IT BODY ROUTED BY QUAL PAGE) THE EXAM FORM INTO THE HANDS OF THE DTS FOR IMMEDIATE HANDLING. THE DTS NOTIFIES THE D OF P.
3. If red tagged after a session the auditor is expected to take the pc back into session for the appropriate correction list. If this has been done yet the pc remains red tagged, the auditor must immediately write up the session for the C/S. The DTS in this case verifies that one or the other of these actions is occurring.
4. The D of P is responsible for seeing that an auditor is assigned to the pc.
5. The DTS is responsible for seeing that the folder gets to the C/S and that all necessary arrangements are made to get the pc and auditor into session as rapidly as possible.
6. The C/S is responsible to see that the folder is immediately C/Sed and the auditor corrected. He puts the exam red tag on the folder.
7. Once the folder is C/Sed the DTS ensures that the session takes place.
8. After the session is given and pc is now F/Ning, the auditor, pc and folder revert to routine traffic lines. The C/S would remove the red tag at this point.
9. ALL red tags must be seen by the Senior C/S, preferably before the next session. This may not always be possible in orgs where the Senior C/S has other duties.

In no case should this take more than 24 hours and, in most, it should be handled the same afternoon or evening.

None of this, of course, relieves the auditor (even if taken off the case by reason of retread, retrain or higher class auditor needed) of his responsibility for seeing that his pc is rapidly handled and F/Ning again.

As the HGC operates on intensive auditing, bit and piece repair actions would be disruptive of scheduling and delivery. For that reason an org would do well to invest in a Qual Emergency Review Auditor to handle Word Clearing and Why Finding flubs, assists for loss, illness and injury, student review, etc. In that case the DPE and Qual Page would substitute for D of P and DTS in the line. The HGC would handle its own red tags as part of their intensives.

MONITORING THE LINE

In order to ensure no red tagged pcs get lost on lines and not handled in 24 hours, the following must be done:

Pc Examiner sends a list at the end of each day of all red tags to the Qual Sec with a copy to the C/S, Senior C/S and Cramming Officer. 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 to Cramming. If those persons do not report for cramming within 24 hours, the Cramming Officer must investigate and handle.

The Examiner must verify that any red tagged pc has been handled within 24 hours or report any not handled to the Senior C/S, Qual Sec and Dir I&R for investigation and handling. When handled he crosses off the red tag in his log.

AOs AND SOLO

All the above applies to Solo Auditing also and a red tagged Solo Auditor must keep himself available for a cram, Solo Repair C/S or review session. His folder would get immediate C/S attention.

Regardless of whether the red tag was handled or not, any non-F/N session logged by the Examiner is included in the Senior C/S F/N Percentage stat. The Paid Comps bonus for F/N percentage remains as per the Paid Comps stat issues.

The Qual Sec and Senior C/S are responsible for getting this line in and drilled and the Qual Sec is responsible for maintaining it. A wall chart should be made up for drills and Chinese school.

PENALTY

Penalty for violation of the 24 Hour Rule is loss of a day's stats for the division, the day being that day when the unrepaired flub occurred and subtracted at the time the flub is found. (Ref: HCO PL 8 Sept. 70RA, EXAMINER'S 24 HOUR RULE)

In addition to losing the hours for a red tagged session, the penalty for an auditor failing to take a pc back into session at once and instantly repair a red tag is loss of DOUBLE hours of the session which resulted in the red tag. This double penalty also applies to the HGC Well Done Auditing Hours stat. (In the event the auditor does not know what repair list to do or action to take to handle the red tag, he is to get the folder rushed to the C/S for C/S instructions, and then take the pc right into session.)

If all on the line assume their share of responsibility for the well-being of pcs, the penalty should never occur.

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Founder

Assisted by
CS-5

Revision assisted by
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and Compilations