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ISSUE III

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Remimeo

(Translate to

European

Languages) HCO BULLETIN OF 24 NOVEMBER 1971

All Staff

Tech & Qual

CANCELS

ISSUE III

SAME TITLE

Tape Course Series No. 8R

ADMINISTRATIVE AND HAT MATERIALS

In Scientology (R) and Dianetics (R) 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 BTB 24 November 71, Issue II "Course Materials" (Tape Course Series No. 7) using tape players equipt with earphones and a start-stop foot-pedal control.

However these tapes and materials must not be played to the Organization's 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 Org's 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

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of great value and are available only to staff of Scienc-
tology and Dianetics Organizations.

Training & Services Aide

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for the
BOARDS OF DIRECTORS
of the
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