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Remimeo

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CANCELS

HCO BULLETIN OF 7 NOVEMBER 1972

ISSUE V

SAME TITLE

(Revision is underlined)

Auditor Admin Series 20R

MISCELLANEOUS REPORTS

A Miscellaneous Report is a report such as an M.O. Report, a D of P Interview, an Ethics Report, a Success Story, etc., which is put in the PC's folder and gives a C/S more information about a case.

It is the responsibility of HGC Admin to see that Miscellaneous Reports get into the folder.

It is the Auditor's responsibility to enter these details in the Folder Summary.

D OF P INTERVIEWS

D of P Interviews are always done on a meter, and the report from the interview is filed in the folder.

DECLARE?

When a person goes to Declare? and through lines, the Exam Report, Attestation and Success Story are stapled together and go into the folder. The fact is noted in the Folder Summary.

MIS-DECLARE

A PC who will not Declare? or who does not have F/N VGIs on a Declare? examination is not sent through to Certs and Awards.

The folder is sent through to the Senior C/S or Qual Sec and any outnesses are located and the C/S and Auditor get cramming.

The folder is then sent back to the C/S and the HGC to handle.

The fact of a mis-declare is noted in red on the Folder Summary.

Corrective actions on persons sent incorrectly to Declare? are rapidly handled with no delay to the PC as he is Red-Tagged.

#### CRAMMING ORDERS

Tech Cramming Orders are written in duplicate. The original goes direct to the Cramming Officer and the second in the PC folder.

By leaving a copy in the folder the corrective actions given an Auditor can be viewed.

When the folder arrives at a Senior Org the Flub Catch System can be activated on the C/S as well as the Auditor.

References: HCOB 6 Oct 70 C/S Series 19 Folder Error  
Summaries  
BPL 4 Sept 72 Cramming Admin & Lines  
BTB 12 Dec 71R C/S Series 69 Mandatory C/Sing  
Checklist

#### MEDICAL OFFICER REPORTS

A PC goes to the M.O. via the Examiner. The PC Examiner makes a carbon copy of any Medical Exam Report and gives it to the M.O. and gets the original to Tech Services quickly.

This must get into the folder so the C/S does not order a major action done on a sick PC.

While the PC is on M.O. lines, reports from the M.O. get filed in the folder.

The PC when going off M.O. lines goes to the Examiner and the "now well" Exam report goes over to Tech Services who puts it in the PC's folder.

References: Tape 4 Mar 71 "Short Conference of the C/S  
Policy and Tech Lines"  
Flag Ship Order 259, 3 Mar 71 "Current C/S  
Policy"

#### ETHICS REPORTS

When an Auditor finds an Ethics Situation he should mark it and circle it in red after the session. The PC is not necessarily turned in because a PC cannot be tried on his auditing, it's illegal, but the Auditor should make mention of it on his Auditor's C/S.

If it is a serious Ethics Situation that affects others, then it is the Auditor's responsibility to report it.

The Auditor would make out the report with a carbon copy. He marks it

'SESSION KNOWLEDGE REPORT  
NON-ACTIONABLE ON (PC's name)'

and makes out the report. Both copies are left in the folder. The C/S initials the one for Ethics and sends it on. The other stays in the folder.

Sometimes one finds another person's offences than the PC's in getting off witholds. These when serious should be reported to Ethics for investigation.

PCs CAN be sent to Ethics (i.e. for PTS handling, Court of Ethics for refusing to answer an Auditing Question, etc., etc.) but the following rule applies:

THERE IS NO DIRECT ROUTING OF PRECLEARS TO THE ETHICS OFFICER EXCEPT THROUGH THE CHANNELS OF THE QUALIFICATION DIVISION.

When the C/S decides to send the PC to Ethics, he marks a small goldenrod card "ETH", clips it to the folder and sends the folder to the Examiner.

The Examiner checks over the folder, and calls PC in via Qual I&I for an Examination. If folder not okay, it is returned to the C/S with appropriate Cramming Orders.

If all is correct the Examiner sends the PC direct to Ethics.

If not, PC is routed back to the HGC and the Examiner or Cramming Officer writes up the required Cramming Orders.

When PC has finished his Ethics Cycle he is routed back to the Examiner and is returned to the HGC via Qual I&I.

It is D of P's responsibility to keep a tension line in with Ethics to make sure the Ethics cycle is completed and the PC is returned to Tech lines.

If the PC is returned to HGC lines for a PTS situation to be handled by auditing, a small yellow card is clipped to the outside of the folder by the C/S until the PC finishes the PTS R/D.

All data about such actions are filed in the folder, including a copy of the Ethics Officer Interview notes.

It is the responsibility of HGC Admin to see that Conditions Orders and Ethics Orders that affect the preclear's auditing progress get put in the PC's folder for the C/S to see.

Cases undergoing Ethics actions, Comm Eys, amends projects or low conditions should not be audited until the Ethics matter is cleared up and complete. It only louses up their cases to audit them when under such stress.

PCs in lowered conditions should be encouraged to work out of the condition and when they reach Emergency the auditing may be resumed.

Details of these Ethics cycles should be entered by the Auditor in the Folder Summary.

References: HCO PL 19 Apr 65 Ethics  
HCO PL 29 Apr 65 Ethics  
HCO PL 4 Jul 65 PC Routing Review Code  
HCO PL 1 May 65 Staff Member Reports  
HCO PL 17 Jun 65 Staff Auditor Advices  
HCO PL 30 Jul 65 PC Routing to Ethics  
BPL 16 Nov 71 Conditions, Awards, and Penances  
TAPE 7 April 72 Exp DN Tape 3 Auditor Administration  
HCOB 29 Mar 70 Auditing and Ethics

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