BOARD TECHNICAL BULLETIN

30 JANUARY 1973 RA ISSUE I

Rewimeo REVISED & REISSUED 24 JUNE 1974 AS BTB
REVISED 20 NOV 1974

Word Clearers
Qual Secs
Execs
Hats Offs
Cr. Offs

CANCELS
BTB OF 30 JANUARY 1974R
ISSUE I
SAME TITLE

(Revision is underlined)

Word Clearing Series 45RA

WORD CLEARING - THE KEY REPAIR TOOL FOR AN ORG

Word Clearing is a brilliant repair tool for an Org to raise Org production and delivery quality.

In order to get any area or individual producing, there are three simple actions which will handle: (per LRH 5 Sept 71 Qual Tape):

- 1. Make sure the person has actually READ the material he needs to know.
- 2. If he has read the material and cannot apply it, WORD CLEARING, in its different forms, used correctly, with good TRs will clean up any and all misunderstoods.
- 3. The only other thing which can prevent application is that the person needs to be DRILLED and have CONFRONT RATSED on that area or action. Drilling on Admin post actions is just as important as drilling Tech post actions.

If the above actions do not handle, though carefully done, the person has out Ethics and needs Ethics handling and probably Integrity Processing.

This does not eradicate the need for Executive inspections, evaluations and handlings for non-working installations, but when the Why is found and stops removed, simply taking each staff member in the area and putting him through the 1, 2, and 3, in that order, will really create a working installation.

This applies in the area of Tech or Admin.

As the competence of Word Clearing increases, so does the traffic for it and additional Word Clearers must be added to handle the traffic so that staff, <u>Internes and</u> students do get good service. Qual really is the staff's best friend if they use loads of no flub Word Clearing and Qual correction actions to get them through, being successful and producing.

Word Clearing is no minor technology to be used sometimes. It is a major technology which can make or break an Org.

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Commodore's Staff Aides

Approved by the Board of Issues

for the
BOARDS OF DIRECTORS
of the
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