

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy St., London W.1.

HCO POLICY LETTER OF APRIL 30, 1959

(CONVERT)

ADDITIONAL STAFF AUDITORS

In order to procure enough auditors for the HGC and to conserve unit pay, the following system may be used:

All auditors on administrative posts excepting only department heads shall be listed in order in such a way as to avoid consecutive listing from one department.

Thereafter, this rotating list shall serve as an "on call" list for staff auditor duty.

All short term pcs, so far as feasible, shall be assigned against list and long term pcs shall be assigned to regular staff auditors.

Example: Smith, HPA : CF Clerk
 Jones, BScn ; Tr Admin
 Brown, HCA : Letter Registrar
 Peters, HPA : Address files,

 etc. down through all Admin. staff.

An extra staff auditor is needed one Monday. Smith is assigned to the pc that week.

The following Monday a staff auditor is needed. Jones (whose name comes next) is assigned.

A month later another extra staff auditor is needed, Brown is assigned; since Smith and Jones have already done theirs.

When the end of the list is reached, it is started at the top again. Then two or three extra auditors are needed, two or three are pulled at once.

The Admin staff person doing extra auditing spends all the time left in his working after auditing, at his own job, trying to keep it caught up.

I have seen so many staff posts stay vacant a week or three without bringing the Org. to harm that this plan seems feasible.

Team auditors should be used, when used, mainly on evening and weekend pcs.

This plan also has the virtue of keeping auditors on Admin. from losing out and getting rusty.

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