CenOCon　　　　　　　　HUBBARD COMMUNICATIONS OFFICE　　　　Dist: All Auditor's Hats
D of P　　　　　　　Saint Hill Manor, East Grinstead, Sussex.　　　　　D of P Hat
All Staff Auditors　　　　　　　　(Re-issued HCO LA)　　　　　　　Proc Admin Hat
HCO Area Sec:　　　　· HCO POLICY LETTER OF MARCH 20, 1961　　　Lead Auditor Hat
Hat Check thoroughly　　　　　　　　ISSUE　II
and often and on all
new auditors.

BASIC STAFF AUDITOR'S HAT

(This applies mainly to the relationship of the Staff Auditor to the pc and the D of P and does modify existing policies but bears directly on Case Assessments and SOP Goals. This hat is needed to smooth out its use and Admin of SOP Goals on pcs.)

The staff auditor is directly responsible for the HGC preclear assigned to him. Results, lack of results, ARC breaks, recovering the pc after "blows", getting the pc to the D of P for interviews, getting the pc to the D of P and Registrar for after intensive interviews and handling all matters relating the pc to the Org. during the delivery of auditing are all up to the staff auditor.

The staff auditor may refuse to accept a pc and may refuse to release a pc from auditing. The staff auditor may also refuse to give a particular session if in giving one the Auditor's Code is violated as to the pc's need for food, rest, or the lateness of the hour.

The staff auditor is to deliver all the hours of auditing purchased by the pc. Case Assessments and Goals Assessments are part of the pc's auditing time when done by the staff auditor. No time spent on the case by the D of P in conferences, interviews, or assessments are part of the pc's auditing time.

Any time missed by reason of auditor lateness, unavailability of rooms, breaks, travel to see the D of P, etc., must be made up on the pc by the staff auditor.

Case Assessment

(See HCO B. of Nov. 18, 1960 for exact form)

The first action of an auditor with a pc new to him is to fill in the Case Assessment Form. This is done on the pc's auditing time.

If a Case Assessment has already been done and is part of the pc's record, but was not done by the same auditor, it may be checked over with the pc by his new auditor. In any event the staff auditor's first action with a new pc is Case Assessment, whether done from an existing completed form or on a new Case Assessment Form. This does not apply to assists. This does apply to staff cases as well as outside pcs.

First Auditing

The first formal auditing that the pc receives is given at once when the Case Assessment Form is complete.

ALL sessions given in an HGC except those devoted to Assists, CCH sessions or "Coffee shop" auditing (inevitably done casually out of auditing rooms by staff on staff or students on friends and students even when you try to prevent it) are done in Model Session form (HCO Bulletin of March 21, 1961). To repeat, Assists and CCHs are not done in Model Session Form. ALL Assessments even are done in Model Session Form in an HGC. Assists or CCHs can be explained first and the pc should be started in such a way as not to cause ARC breaks, but are not Model Session.

A Goals Assessment should now be done in Model Session. This permits the auditor two cracks at withholds, PTPs and ARC breaks twice in every session, using Model Session (HCO B. of March 21, 1961), which includes withholds in end rudiments as well as beginning rudiments. This makes a smoother picture than trying to get off withholds with no ARC and no session properly going. Further, even a goals assessment really puts the pc in session in Goals S.O.P., so a Model Session is better all around.

The first formal session, then, is run by Model Session.

The staff auditor takes off the ARC breaks, a few withholds and any PTP and then, in lieu of a process, does an SOP Goals Assessment.

When the assessment is completed, even down to terminal Pre-Hav level and finding the auditing command that falls, the staff auditor takes the pc to the D of P and has the assessment checked. The D of P, at this time, does not touch rudiments, but only sees that goal falls more than other listed goals and that terminal and command fall at least as much as the main goal.

Unless only a few minutes remain of the day's auditing, the auditor then takes the pc back to the auditing room and starts the second session.

Second Session

In this session as in all remaining sessions the staff auditor runs SOP Goals in Model Session form.

The auditor must allow, always, enough time to end the session for the day. He makes a nice judgement on this. Half an hour is often spent on End Rudiments. Early in the first intensive, the withholds and ARC breaks take precedence in the End Rudiments. PTPs, ARC breaks and Withholds take precedence in Beginning Rudiments. A session cannot be gotten going with a PTP unhandled. And a session cannot be ended with an ARC break in full bloom. However, a session can be ended with a PTP unhandled, and this is the most lengthy item usually encountered in Rudiments.

Thus, if only one hour remained in the first days's schedule for the second session, the staff auditor would run Beginning Rudiments, then End Rudiments with no process run in the middle of the Model Session.

Third Session

This session like any other is run in Model Session form.

If the pc is still falling on the meter when asked about withholds, even with sensitivity raised, at least half an hour should be spent getting them off. Even if the needle still falls a bit after that half hour, one goes on to run the PT Problem and then the process of SOP Goals, which is run exactly according to its bulletin. This process occupies the bulk of the auditing period. Then in the last half hour, one runs the End Rudiments and of course has another crack at withholds.

Fourth Session

Run the same as the Third Session.

In a 5-day intensive, the 3rd and 4th sessions probably occured on same day.

Fifth Session

During this auditing day or before the fifth session, the pc is taken by the staff auditor to the D of P, who checks the pc out on Rudiments.

The D of P finds out what is being run from the pc, and checks out but does not run anything on Rudiments.

The whole record of the pc including the Case Assessment and SOP Goals Assessment Sheets are in a folder with all session reports. The folder is in the hands of the staff auditor before the D of P interview, the last session report on top.

The D of P adds any and all advice and comments to the last session report.

The staff auditor takes the pc back to the auditing room. The fifth session is then begun. If the interview took place after the session was started, the Model Session was of course completed before the interview.

The auditor follows the D of P's advices in the next session after the interview. This may be, then the Fifth Session or the Sixth Session.

A difficulty may now occur in the next session after the interview. The pc, because of D of P attitude, may have "transferred" to the D of P, which is to say, may

now consider the D of P his auditor.

Therefore, in the next auditing after this D of P interview, heavy attention must be given to No. 3 of the Beginning Rudiments. A new process could be used here in lieu of TR5N to correct this. The process is "Who should I be in order to audit you?" or "Who am I?" This, run briefly, takes off any "transfer" to the D of P and is good basic rudiment type process anyway. A little of it goes a long way, however.

The SOP Goals terminal (or the D of P's advice) is run in Model Session form.

Subsequent Sessions

In subsequent sessions the case is continued on up the line, with reassessments for new level each time the tone arm stops moving well and for a new goals assessment, adding to the old list any goals the pc has a result of auditing.

When the First Terminal is Flat

When the first terminal gets no needle reaction on any part of the Pre-Hav Scale, it is flat. If needle action is still found, take the level with the heaviest reaction, put together a command that falls also and go on with the terminal at that level. But when this no longer occurs, the first terminal is said to be flat. This may take a few or many hours. But the thing is to be sure it's flat.

Now and now only the auditor is to find the Havingness Process and the Confront Process of the pc in accordance with earlier bulletins. He then runs these enough to stabilize them. He now does his next complete Goals Assessment.

The auditor now uses the Havingness and Confront Processes along with his new Goals Terminal. This is like old Regimen 3 except that the Goals Terminal and Pre-Hav Scale are used instead of Help. The bulk of auditing is spent, of course, on the Pre-Hav Terminal on the Pre-Hav Scale in accordance with SOP Goals.

The Third D of P check-out occurs when the Havingness, Confront and new Goals Terminal are all found. The D of P checks each one of these and, briefly, the Rudiments. The D of P does not run any of these.

When this is done, the staff auditor goes back to the auditing room and starts his next session, remembering to again give attention to the "transfer" possibility and to again use at level 3 of the Beginning Rudiments "Who should I be in order to audit you?" or "Who am I?"

The Intensive or new Intensive continue. The D of P must check out Rudiments at least every 10 hours of auditing time and, until toward the end of the pc's clearing, must check all new goals and terminals.

The D of P is not permitted to do Goals Assessments except for demonstration or when the staff auditor completely fails. The D of P is not permitted to audit Rudiments for the staff auditor, only to check them.

Pcs Priorly Audited

Pcs who have been audited before in the HGC but not by the present staff auditor are handled much in the same way as a new pc.

The whole record and all auditor reports are taken into the auditing room. The staff auditor looks for the Case Assessment. If he or she doesn't find one, a new one is made. If the Case Assessment is present, the staff auditor reads it all off, verifying each point with the pc.

This done, the staff auditor checks in the reports for any terminals that were run on the pc or any Goals SOP run or Goals Assessments done before.

Only if a Goals Assessment has been done does he pay much attention to the records. If one has been done (but never run) the staff auditor checks it over with the meter. He or she accepts it or rejects it and uses his or her own assessment. If it was ever run, the staff auditor cannot reject it but must carry on.

If any Goals SOP has been run, the terminal that has been run is thoroughly meter checked on the Pre-Hav Scale. Any reaction found are flattened as per SOP Goals, in Model Session form. In short, the staff auditor, locating unflatness on the terminal first found by some other for SOP Goals running. starts his Model Session, does the Rudiments thoroughly and then assesses the first terminal ever run on the Pre-Hav Scale again (as he did before he started the session), finds the level accurately, gets a command that will work and carries on.

The new auditor on the old case checks out and flattens on the whole Pre-Hav Scale, as indicated by meter reaction for any level, every Goals Terminal ever found by any other auditor before he does his own Goals Assessment.

If the staff auditor finds a Havingness and Confront process already listed as found in the records he or she may use it or find new ones as best judgement seems to indicate on inspection.

If Help terminals or Dynamic Assessment terminals are listed as run in the days before Pre-Hav, they can be neglected.

Clearing

When all terminals seem flat and the assessments find terminals only to "blow" almost at once, the pc is near-Clear. SOP Goals is carried right on until no assessments register on the meter, but the meter remains free.

Old Help and Dynamic terminals from the pc's file or memory are now checked out and run like Goals terminals.

When all this is done, the pc is Clear.

Things That Prevent Clearing

If the pc is run with a PTP in full bloom, or if a goal is really a long time PTP and is not audited, the pc will not change toward Clear. Remedy: Reduce any PTP that produces needle reaction during Beginning Rudiments. Run as the first goal the one which assess^{es} best on the meter, whether you agree with it or not - if in doubt choose by meter the goal which is the reason the pc is being audited according to the pc.

If the pc has heavy ARC breaks registering he will not only not progress, he may worsen the graph. Reduce all ARC breaks found by meter falls in the Beginning and End Rudiments of the Model Session.

If the pc has heavy withholds which register on the meter and yet the pc will not give them, the case will not progress.

If a terminal being run on Goals is left unflat (if it registers on the needle for any part of the Pre-Hav Scale and that is not flattened) the next terminal addressed will not run well and pc will not clear. Check over every level of Pre-Hav by needle reaction and flatten any residue, before you go on to assessing another terminal.

Overts or overt thinking on Scientology Orgs or personnel can prevent Clearing.

Always follow the Auditor's Code.

Pc Blows

A pc is most likely to blow (leave) if withholds are not given good attention and pulled. If withholds still register, and pc after several hours of auditing still won't give, run a Joburg Security Check on the pc as part of the Model Session Rudiments 4.

A pc will blow if ARC breaks are not repaired properly when they happen. An ARC break can be repaired at any time in the session by TR5N. Only repair ARC breaks that fall on the meter.

A PTP unhandled can cause a no-gain and therefore an eventual blow.

If the pc blows, his or her staff auditor alone is responsible for getting him or her back into session. If all else fails the D of P can help. It's a black mark for a staff auditor if a pc blows.

The whole prevention of blowing is contained in this section if we add that the staff auditor's air of competence and facile command of his tools are sufficient to inspire pc confidence.

Auditing Maxims

Follow the Code. Particularly Clause 1 and 2.

Get an answer for every question asked before asking another question.

Ask a question or give a command for every answer you expect. Don't expect two answers for one auditor question or command.

Assess and run only what the pc says and the meter says. Don't write script and try to audit your own troubles out of the pc or avoid the pc's troubles because you have an aversion to them.

Follow the Model Session Script and the TRs exactly. These are the badges of a skilled auditor.

The clearer you get the better you will audit. But case is no excuse for bad auditing.

Always be real. Don't have big withholds on the pc. Tell the pc the truth without violating 1 and 2 of the Code. If you are tired, carry on but say so. If the pc wants to see the meter read show it to the pc briefly. Only cover a meter during an assessment as pc will start pushing it. Tell the pc what he wants to know about the meter reads.

Don't try to educate the pc on Scientology while you are auditing him or her. Tell the pc to be sure to take a PE if they haven't.

Newcomers

Getting a pc started who has never been given any data on Scientology is simple now. Just do the session of Goals SOP as given above. They respond to Case Assessment and Goals Assessments with total interest.

A pc is in session when he or she is interested in own case and willing to talk to the auditor.

Cases Not On SOP Goals

About 3 out of 22 cases cannot be started with SOP Goals.

The test is only this: Does the needle move enough, even on high sensitivity, to do a Goals Assessment? If it can, do one.

If totally stuck run the concentrate-shift attention process in regular Model Session in lieu of Goals Assessment until the Tone Arm is moving well, at least 3 tone arm dial divisions per half hour. This process, coupled with heavy Rudiments, will start most cases so that they can be assessed.

If the case is incapable of answering sensibly various questions, run the CCHs. By answering sensibly is meant "an intelligent response dealing at least vaguely with the question".

CCHs are not run in Model Session.

Stopping Processes

Processes are run as long as they produce Tone Arm change. Processes which do not produce Tone Arm change are then stopped. If a process doesn't produce a Tone Arm change in a half an hour, it must be stopped. Processes which freeze a needle and do not free it must be stopped.

A process is never stopped on the recommendation of the pc or because of the pc's objection. Such objections in SOP Goals always precede huge gains on the process. A process is stopped only when it no longer produces meter change.

A process that produces change must be flattened.

The process that turns on a bizarre or unwanted condition will always turn it off. If in doubt, flatten the process.   continued...........

Don't "Q and A". That is where the change in the pc causes the auditor to stop or change the process. If the pc changes, continue the process. If the pc stops changing, change the process.

Stop processes and sessions on the auditor's determination, never the pc's. The auditor's determination is established by meter reaction, never pc reaction. If the meter doesn't act, change the process or end the session according to session time. If the meter is acting, don't change the process and don't stop the session unless time is up.

Before Giving Up

Before chucking in your hand on a trying and unchanging pc and leaving it up to the D of P or the Org, do the following:

1. Thoroughly check Rudiments with high sensitivity and get them flat on the needle with the Model Session Rudiments Processes.
2. Run a Johannesburg Security Check on the pc and clear every drop of the needle fully.
3. Run Formula 16.
4. Run Formula 13.
5. Run Formula 15.
6. Run "Concentrate - shift attention" process from SOP Goals until Tone Arm is very active.
7. Keep Rudiments cleared while doing the above.

If you do all these and still get no action, see the D of P. Of course, it's impossible to do all the above well on a case and not get it going providing only that you do do them well with good TRs.

End of Intensive

At the end of the Intensive be sure, if the pc is continuing that all is in order with the Registrar and D of P before you continue on into the next Intensive.

At the end of all the Intensives the pc has bought, be sure the pc sees the D of P and the Registrar before the pc leaves the Org.

These actions are wholly up to the staff auditor.

A Completed PC

Be sure, when all the Intensives given are over, that the pc's complete record with all its papers, assessments and session reports are turned in, in a folder, to HGC Admin for filing. You may add to this file your own summary and recommendation on the case if you wish so the next auditor who gets it will be assisted.

Additional Staff Auditor Duties

Other staff auditor duties are assigned by the D of P only. No other executive may issue direct orders to a staff auditor about his duties or cases.

Reports

All staff auditors reports go to the D of P. Copies go to myself at HCO WW via the HCC Area and HCO Technical Secretary.

Nothing gets as much attention from me as the results, graphs, reports and comments of the staff auditor.

The whole future stability of the Org. rests on the technical skill of the staff auditor.

LRH:jl:dlf   L. RON HUBBARD