

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 JUNE 1961

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TECHNICAL HAT CHECKING
VITAL POLICY FOR HCO AREA SEC

The HCO Area Secretary not only does Hat Checks routinely upon all new and all old Staff Members, but also checks all staff out on all Bulletins and Policy Letters issued for the week.

This is done by having a folder for all Bulletins and Policy Letters issued. On the back of each Bulletin or Policy Letter is written the name of each Staff Member on whom a check of the Bulletin or Policy Letter has been made, the date the check was made, and whether they passed or failed the check. When all persons, to whom the Bulletin or Policy Letter was directed, have passed a check on the Bulletin or Policy Letter, then the checking job on the Bulletin or Policy Letter can be considered finished.

The check is done simply by calling the Staff Members in and asking them one random question taken from some part of the material contained in the Bulletin or Policy Letter. If they fail to correctly answer this one question, they are flunked on the check, told to re-study it and come in again for a re-check. A Staff Member is called back as many times as it is necessary for him or her to answer all the most searching questions correctly. Choose different sentences from the text as subjects for questioning.

The HCO Area Secretary does not engage in explanations or discussions. The above is the entire procedure.

The purpose of this Bulletin and Policy Letter checking is to make all sure that Staff Members are always informed of up-to-date material, to reduce Dev-T caused by people not having read their Bulletins or Policy Letters, and to increase faster execution of directions.

L. RON HUBBARD

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