

HUBBARD COMMUNICATIONS OFFICE  
 Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 DECEMBER 1961

HCO Secs

Organization \_\_\_\_\_

HCO Area Sec \_\_\_\_\_

**RUDIMENT CHECK SHEET FOR ORGS**

(For use with HCO Pol Ltr of 11 December 1961)  
 (Put in dates on lines that items were completed)

**RUDIMENT 1**

HCO Standing Orders in effect	_____	_____	_____	_____	_____
Basic Legal	_____	_____	_____	_____	_____
Current Legal	_____	_____	_____	_____	_____
Basic Posts Covered	_____	_____	_____	_____	_____
Org Board to Date	_____	_____	_____	_____	_____
Quarters Exist	_____	_____	_____	_____	_____
Bank Accounts Regularized	_____	_____	_____	_____	_____
Unit System Exists	_____	_____	_____	_____	_____
Unit Pay Just	_____	_____	_____	_____	_____
Skilled D of P	_____	_____	_____	_____	_____
Skilled D of T	_____	_____	_____	_____	_____
No Irregular Depts or Posts	_____	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____	_____

**RUDIMENT 2**

PERSONNEL BUSY	_____	_____	_____	_____	_____
Staff Meeting Organized	_____	_____	_____	_____	_____
Staff Meeting Held	_____	_____	_____	_____	_____
Unit System	_____	_____	_____	_____	_____
Existing Ideas	_____	_____	_____	_____	_____
Overworked Underpaid	_____	_____	_____	_____	_____
Instructors Instructing	_____	_____	_____	_____	_____
Auditors Auditing	_____	_____	_____	_____	_____
PCs Getting Wins	_____	_____	_____	_____	_____
Students Learning	_____	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____	_____

**RUDIMENT 3**

Six Dept System Hat Checked	_____	_____	_____	_____	_____
E-Metering Quality	_____	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____	_____

**RUDIMENT 4**

Letter Registrar Hat	_____	_____	_____	_____	_____
Address Hats	_____	_____	_____	_____	_____
Mailing Hats	_____	_____	_____	_____	_____
Typing Hats	_____	_____	_____	_____	_____
Sec Check Quality	_____	_____	_____	_____	_____

RUDIMENT IN

RUDIMENT 5

Registrar Hat

Reception Hat

Body Lines Students

Body Lines PCs

D of T Acad Run Down  
Hat Check

Instructors Acad Run  
Down Hat Check

Students getting Trained  
Fast

RUDIMENT IN

RUDIMENT 6

Accounts Hats Checked

Collections In Order

Collections Up to Date

Assn Sec Tech Hat  
Check

D of P Tech Hat Check

RUDIMENT IN

RUDIMENT 7

Sec Check All Admin  
Personnel

Sec Check All Tech  
Personnel

RUDIMENT IN

RUDIMENT 8

Dir Mat Hat Assembled

Dir Mat Hat Checked

Building(s) Clean

Mat Personnel

Odd Jobs

Future Quarters

Mortgages

Staff Clearing Pro-  
gramme Going

Staff Staff Auditors  
Hatted

Rev Staff Cases

Exec Influence over  
Staff Staff Auditors

RUDIMENT IN

RUDIMENT 9

Magazine in Hand

Outflowing to Lists

State of Lists

Provisions for New  
Names

Comm Centres

RUDIMENT IN

RUDIMENT 5

Registrar Hat

Reception Hat

Body Lines Students

Body Lines PCs

Cost Control (1974)

Hat Check

Instructors Acad Run

Down Hat Check

Students getting Trained

Fast

RUDIMENT IN

RUDIMENT 6

Accounts Hats Checked

Collections In Order

Collections Up to Date

Assn Sec Tech Hat

Check

D of P Tech Hat Check

RUDIMENT IN

RUDIMENT 7

Sec Check All Admin

Personnel

Sec Check All Tech

Personnel

RUDIMENT IN

RUDIMENT 8

Dir Mat Hat Assembled

Dir Mat Hat Checked

Building(s) Clean

Mat Personnel

Odd Jobs

Future Quarters

Mortgages

Staff Clearing Pro-  
gramme Going

Staff Staff Auditors  
Hatted

Rev Staff Cases

Exec Influence over  
Staff Staff Auditors

RUDIMENT IN

RUDIMENT 9

Magazine in Hand

Outflowing to Lists

State of Lists

Provisions for New  
Names

Comm Centres

Proper Basket Stations \_\_\_\_\_  
 Hat Check HCO \_\_\_\_\_  
 HCO Comm System \_\_\_\_\_  
 Rpts to HCO WW \_\_\_\_\_  
 Regularized \_\_\_\_\_  
 Staff Auditors & Staff \_\_\_\_\_  
 Staff Auditors Hat \_\_\_\_\_  
 Checked on Tech \_\_\_\_\_  
 Bulletins \_\_\_\_\_  
 Instructors Hat Checked \_\_\_\_\_  
 on Tech Bulletins \_\_\_\_\_  
 RUDIMENT IN \_\_\_\_\_

RUDIMENT 10

PE Dir and Instructors \_\_\_\_\_  
 and Reception Hat \_\_\_\_\_  
 Checked on PE Admin \_\_\_\_\_  
 PE Ads \_\_\_\_\_  
 PE Schedules \_\_\_\_\_  
 PE Course Instructor \_\_\_\_\_  
 Tech Check \_\_\_\_\_  
 PE Comm Course Ins- \_\_\_\_\_  
 tructor Tech Check \_\_\_\_\_  
 PE Co-Audit Instructor \_\_\_\_\_  
 Tech Check \_\_\_\_\_  
 RUDIMENT IN \_\_\_\_\_

RUDIMENT 11

Assn Sec Hat Check on \_\_\_\_\_  
 Pol Ltrs \_\_\_\_\_  
 Assn Sec Comm System \_\_\_\_\_  
 Assn Sec Quarters \_\_\_\_\_  
 Assn Sec Lines \_\_\_\_\_  
 Assn Sec Pers Hat \_\_\_\_\_  
 Checked \_\_\_\_\_  
 OIC Board \_\_\_\_\_  
 OIC Bd Analyzed \_\_\_\_\_  
 Org Legal \_\_\_\_\_  
 Pers Procurement \_\_\_\_\_  
 Pers Records \_\_\_\_\_  
 Ext Course Dir Hat \_\_\_\_\_  
 Checked \_\_\_\_\_  
 Ext Course Inspected \_\_\_\_\_  
 RUDIMENT IN \_\_\_\_\_

RUDIMENT 12

Book Sales Reception \_\_\_\_\_  
 Book Sales Mail \_\_\_\_\_  
 Book Supplies Adjusted \_\_\_\_\_  
 Classification Check \_\_\_\_\_  
 Review of Items \_\_\_\_\_  
 RUDIMENT IN \_\_\_\_\_

**RUDIMENT 13**

CF in Chg Hat Checks	_____	_____	_____	_____
CF Straight	_____	_____	_____	_____
Memberships	_____	_____	_____	_____
Certification	_____	_____	_____	_____
Bd of Review	_____	_____	_____	_____
Testing Reviewed	_____	_____	_____	_____
Testing Hat Check	_____	_____	_____	_____
Body Lines of Testing	_____	_____	_____	_____
Testing Records	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____

**RUDIMENT 14**

Accts Disb System	_____	_____	_____	_____
Hat Check Pers	_____	_____	_____	_____
Inspect Accts	_____	_____	_____	_____
HCO Accts	_____	_____	_____	_____
Percentages to HCO WW	_____	_____	_____	_____
HGC PCs	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____

**RUDIMENT 15**

Open Evenings	_____	_____	_____	_____
Future Congresses	_____	_____	_____	_____
Special Courses	_____	_____	_____	_____
Additional Hat Checks	_____	_____	_____	_____
Additional Jobs	_____	_____	_____	_____
Interview Acad Students	_____	_____	_____	_____
Examine Students	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____

**RUDIMENT 16**

Ad Comm	_____	_____	_____	_____
Tech Meetings All Org Scientologists	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____

**RUDIMENT 17**

HCOB Files	_____	_____	_____	_____
Pol Ltr Files	_____	_____	_____	_____
Tapes	_____	_____	_____	_____
Field Auditor Relations	_____	_____	_____	_____
Special Programmes	_____	_____	_____	_____
Ethics Problems	_____	_____	_____	_____
Field Auditing Quality	_____	_____	_____	_____
Retread Programme	_____	_____	_____	_____
Use of Processes	_____	_____	_____	_____
RUDIMENT IN	_____	_____	_____	_____