

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

CenOCon

HCO POLICY LETTER OF MAY 29, 1962

OrgSec  
Interne Admin  
Interne Hat  
Post staff &  
Acad BB

INTERNE HAT  
WHAT IS EXPECTED OF INTERNES.

1. That they make such changes in themselves as may be necessary to deserve respect as Professional Scientologists.
2. That they become familiar with the administration of the Organization according to Ron's policies.
3. That they learn, by experience, how the various Departments function with particular reference to the inter-relationship of functions.
4. That they satisfy the following Posts that they have indeed made such progress: the 6 Department Heads, the Organization Secretary (or Assoc. Sec.), the HCO, the Intern Administrator, and finally, the HCO Board of Review.
5. That they thoroughly understand the Org Board and the OIC Board, and their place in the running of a Central Organization.
6. That they become acquainted with Department Heads and what their various responsibilities are.
7. That they conduct themselves in a quiet, courteous manner when being observed and listened-to in Reception by the Public and Preclears.
8. That while on Post they are to be dressed neatly and cleanly to meet Public acceptance level.
9. That under no circumstances are they to try to wear the Registrar's Hat, or any other hat than their own, or to interrupt conversations Registrar is having with a Prospect.
10. That the cleanliness of the various buildings is also their responsibility.
11. That learning the functions of Letter Registrar and Central Files is an integral part of their training as Professional Scientologists.
12. That they become familiar with HCO Policy Letter of Nov. 15, 1960: "Modern Procurement Letters."
13. That to the best of their ability they live up to the Code of a Scientologist, and, when auditing, the Auditor's Code.
14. That they understand "Dev.T." and its consequences, and be familiar with the Bulletins concerning it, and apply them.
15. That they handle all problems with Scientology.
16. That they keep their witholds cleaned up.
17. That they keep their Technical ability up.
18. That IF IT ISN'T IN WRITING IT ISN'T SO.

19. That they learn the three basket system, the Comm Center system, and the proper routing of dispatches.
20. That they learn proper phone procedure.
21. That they learn by observing and doing to communicate to the general public, the Postman, tradesmen, and salesmen as well as Students and Preclears, both in person and on the phone.
22. That they learn by asking questions, writing dispatches, and getting them answered that there are no "secrets" in the Central Org., with the exception of Preclear test and Prepcheck files.
23. THAT THEY DECIDE TO BE PROFESSIONAL SCIENTOLOGISTS.

INTERNE CHECK OUT LIST

1. Pattern of a Central Org., HCO Policy Letter of February 14, 1961.
2. How to Handle Work, HCO Bulletin of August 19, 1959.
3. How to Do a Staff Job, HCO Policy Letter of April 11, 1961.
4. Scientology Org Comm System, HCO Admin Letter of October 17, 1961. Learn in essence.
5. Org Rudiments, HCO Policy Letter of December 11, 1961. Learn first sentence verbatim, Rudiments I through VII in essence.
6. Types of Letters Established, HCO Policy Letter of February 4, 1961. Learn the rules governing mimeoing, including the color scheme.
7. Help Me Put In the New Lines, HCO Policy Letter of January 10, 1961.
8. Org Sec Hat, Sec E.D. No. 324 of L..., February 10, 1960.
9. Outflow, Sec. E.D. No. 276 of L..., July 7, 1959.
10. Quality and Admin in Central Orgs., HCO Policy Letter of May 29, 1961.
11. Classes of Auditors, HCO Policy Letter of November 29, 1961.
12. City Offices, HCO Policy Letter of May 11, 1961.

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Issued: For L. RON HUBBARD  
Executive Director  
By KEN SALMEN  
HCO Area Sec L.A.

(N.B. This hat, as used in Los Angeles, is issued as a model for other Orgs' use. All enquiries on its detail and working should be sent to HCO Area Sec. Los Angeles.)