

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

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BPI

HCO POLICY LETTER OF MARCH 5, 1965

HCO (DIVISION 1)

CERTIFICATES AND AWARDS

NEW STATUS OF HONORARY AWARDS

(Cancels earlier policies on honorary awards)

The only honorary awards (D.Sc. etc) that now may be given are only for the application of Scientology processes, principles, books or literature.

For new ways to apply existing processes or levels or for successful applications to new areas or stratas of society with actual results, any one of various honorary awards may be given. These consist of memorial medals or honorary certificates.

For successful, broad application of training procedures or arrangements in new areas, memorial medals or honorary certificates may be given.

For new methods of dissemination or ideas which when applied resulted in markedly broader successful dissemination, memorial medals or honorary certificates may be given.

For excellent application of Scientology administrative procedures such as in forming or recovering the status of an organization, or applying Scientology to the reorganization and better of business, group and government memorial medals or honorary certificates may be given.

No awards will be issued for new processes as nearly all those so proposed in the past already existed in the research technology or were less workable variations of existing processes.

No awards will be issued for new principles as these are usually cognitions routinely rising from applied Scientology principles and lead astray from advancement, hanging the person in a personal win which the person then seeks to pass on to others who in actual fact would have similar cognitions if run on standard processes.

No awards will be given for new training procedures or drills. We have far more of these than we can ever apply. But awards may be given for adapting existing drills to new zones of education providing they are standard drills for new uses.

No awards will be given for new administrative procedures anywhere. But honorary awards will be given on the application of our standard administrative procedures outside orgs providing they are not varied and are accredited to us.

Award nominations are made to HCO (Division 1) officers and are forwarded on routine channels. It would not be usual to request a specific honorary award. The scope of the application and the tests made and the actual results of it should be properly detailed.

The award itself is recommended to the board by HCO Sec WW and, bearing a Hubbard signature, is then passed back through channels.

TYPES OF AWARDS

Certificates denoting courses taken are issued as an obligation to the student as soon as feasible after the course is completed. This is a standard award. It must bear a Hubbard signature at board level. This is true also of Admin certificates.

Classification and seals are given in local areas totally at the discretion of HCO (Division 1) and after examination. A record of these is forwarded to HCO WW. No other signed document is issued than a seal and a letter from an HCO Secretary.

No classifications given locally are credited on the Saint Hill Course when the student comes to Saint Hill for training and are re-awarded as Saint Hill Classifications. These consist of a letter and as feasible a seal, the letter bearing only a Hubbard signature at board level. If no classification is awarded at Saint Hill, local area classification may be resumed.

Classification is never promised. It is entirely at the discretion of HCO. It is never owed anyone.

Certificates for courses and classification are elsewhere given.

Grades are awarded pre-years (or students) by HCO in the area attained. These consist of a nomination to Grade by Division 2 (Training and Processing) and are written as letters on LRH stationery and signed for him (per pro) by the HCO Area Secretary, who specifies area in which given, and issued by HCO through the Registrar.

Staff certificates or grades resulting from staff training or processing in technical, instructional or administrative subjects are nominated by Division 2 (Training and Processing). They are then handled as above; certificates are locally drawn up and forwarded to Saint Hill for signature. Classifications are drawn up and signed locally by HCO, Grades are drawn up locally and signed by HCO and all are issued to the staff by HCO.

#### HONORARY AWARDS

All certificates and awards obtained not as a result of courses or examination are termed honorary.

All honorary certificates are marked "Honorary" in distinct lettering.

An honorary certificate may not be substituted for a standard certificate or classification and may not be required as a qualification for anything and does not waive any requirement to have a certificate or classification.

Honorary certificates and awards are only given for achievement in application. They do not however grant any new right to apply.

Lists of honorary certificates are to be issued from time to time.

Memorial awards are medals or plaques and have the same conditions as honorary certificates.

Scientology pins, release pins, and clear pins are the more usual memorial awards, signifying an event or an achievement in application, the first of which is becoming a Scientologist, the next consisting of obtaining a known case gain and the clear pin signifying the attainment of a meter condition.

These three are awarded by HCO locally as follows: The group, field auditor, franchise auditor or org sends to their local area HCO a list of the names and addresses of persons who have joined. A Scientology pin is mailed as a matter of course to the home address of each person by Prom Reg, at no cost to the nominator or recipient. A Release pin candidate is nominated to their local HCO by a field auditor, Franchise auditor or Division 2 (Training and Processing) and is awarded by the Area HCO by mail or hand. A clear pin is nominated to HCO by a Franchise auditor or Division 2 of an org, is attested by the nominator as to the meter condition and grade of the former preclear and is then awarded by the Area HCO, usually by a request to Continental HCO to send it. A clear pin is issued at no cost to the nominator or the recipient but the recipient may buy a silver identification bracelet from the org if he or she wishes.

Scientology pins, release pins and clear pins are paid for out of the HCO Book Fund Account of the area in which they are issued. Supplies are obtained as feasible and economic. The design and quality of the award article is passed upon by HCO WW to which designs for all intended manufactures and samples of all manufactured must be passed upon at HCO WW before actual issue in the area.

Memorial medals and awards will be described and issued from time to time.

LRH: jw  
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L. RON HUBBARD