

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Gen Non Remimeo  
Secretarial MATS

HCO POLICY LETTER OF APRIL 8, 1965

DIVISION I - DEPT 3

JUSTICE CODES,  
HCO, ORG EXECUTIVE AND DIVISIONAL SECRETARIES,  
JUSTICE ON, AND AUDITING OF,

No Secretary, in the org meaning of the word, may be brought before a Committee of Evidence either as an interested party or a witness in their own zone or area.

Any Secretary may be ordered before a Committee of Evidence as an interested party or witness convened in an org senior to the org in which the Secretary holds his or her post.

Secretaries of the most senior org of a continent may be ordered before a Committee of Evidence as a witness or interested party in another Continental org, not the one in which the post is held, but only by Saint Hill.

No Secretary may be named, charged or threatened with a Committee of Evidence by a staff member seeking recourse; however a Committee of Evidence may ask for a written statement from a Secretary in order to assist Justice, but only in cases of recourse and always through Saint Hill with the reasons stated.

A Secretary may not be ordered to processing by or in the org in which the post is held, but may be ordered to processing in the Saint Hill HGC but only by Saint Hill.

Secretary posts at Saint Hill may only be ordered to processing by the Executive Director.

Code breaks in auditing secretaries are subject to a Committee of Evidence.

A Secretary being audited by an auditor may not during the same period be audited by another auditor including self.

A tape recorder may be used to record any sessions given to a Secretary but if so may only be replayed, after a dispute, by the Executive Director. Such tapes may not be erased until a grade of auditing is completed and are deposited securely in the Dept. of Examinations. A Secretary may require and witness their erasure when a grade is obtained.

"Coffee-shop" auditing a secretary is subject to a Committee of Evidence, and in this case only may the Committee be convened by and in the org to which the Secretary is posted, but in the case where the offender is another Secretary it must be convened by a Senior org.

Processes run on Secretaries may only be the standard grade processes in proper sequence with grade certificates properly qualified for and issued at each grade.

Secretaries without grade certificates must be audited through all grades in correct sequence and any departure is subject to a Committee of Evidence.

Committees of Evidence convened for any of the reasons given in this section of the Justice Codes may be convened only by a Senior Org to that in which the incident occurred or by the Executive Director. They may not be convened by or in the org to which the Secretary is posted.

Any disputes arising from this section of the Justice Codes must be referred to the Executive Director with full written statements from all disputants signed by each.

Summary reports of auditing of Secretaries must be sent to the Executive Director each month, even when solo, giving processes run, hours run, tone arm action per session average, gains, the name of the auditor and the Secretary, and place, and must be signed by the auditor.

L. RON HUBBARD

LRH: jw  
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