

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF APRIL 16, AD15

Remimeo

Sthil Students

Franchise

Former Sthil Grads

Tech Sec HAT

D of T HAT

D of Exam HAT (Dir of Exams must check out this Pol. Letr.

D of Review on the above Hats and put on their Status

HAT Check Sheet for Directors.)

ISSUE II

TECH & QUAL DIVISION POLICY

DRILLS, ALLOWED

The only allowed Practical drills on any Scientology Course including PE are:

1. Modified Comm Courses for PE.
2. Original Comm Course TRs 0 - 4
3. Original Upper Indoc TRs.
4. E-Meter Drills contained in Book of E-Meter Drills.
5. Dissemination Drills when I write and release them

No other practical drills of any kind will be permitted.

Other Practical Drills are abolished. Reasons: They consume time uselessly, suppress actual processes and mess up data and cases. I did not develop or authorize these drills and have now seen that they teach alter-is of easy processes. They are not needed. They make poor auditors. I have just reviewed this matter thoroughly and have traced several training failures to these Wild cat Drills. Further, I traced several failed cases on course to them.

Somewhere along the line somebody went mad inventing "drills" and TRs.

If this is permitted to continue, we will no longer turn out good auditors.

The standard drills as listed above have proven sufficient for years.

LEGAL CHECK SHEETS

A check sheet is only legal if approved by the Office of LRH Technical Section Saint Hill.

CHECK SHEET POLICY

A check sheet may not be changed once it is placed in a student's hands for that course.

It may be changed before being handed to the next student who enters that course but not changed on who has it.

The certificate and Classification are based on the materials in existence at the time the certificate was studied for and granted.

If a student was never classed, a student must now be classed on the lower classifications before obtaining a higher one.

To get over knotty classification exam problems where a student is being classed for a class higher than studied for after training at that higher level, a Summary Classification Exam may be given covering the essentials of auditing as they have existed for many years. If passed, all lower classes are granted.

However a student not holding non-honorary classification on entering Saint Hill must study for his lower classes as they currently exist before being trained at an upper level. The reason for this is entirely sensible - such a student would fail at the higher level if studied at once and only it were studied. We don't want him to fail.

Grade Certificates obtained in Org HGCs are now honoured at Saint Hill. In cases which have gained poorly, however, I exercise the right to have run very low level (sub zero) processes that get the case moving well before returning to upper grades. This again is sensible.

The adjustment of cases and classes is temporary and comes from settling down new materials into place. Saint Hill is always considerably ahead in tech and when all lower levels are released in full and have been practised and taught in orgs for a year or two, Saint Hill will no longer have to "cope" in order to get maximum auditor skill from training or maximum case gain in pcs. After all, we started making Saint Hill auditors for orgs only a few years ago!

Taking unlawful items off a student's check sheet is not illegal.

To mark out legal check outs on a check sheet (cross them off) when not actually checked out is illegal.

Running a "course" with no check sheet is illegal. A Scientology Course is defined as "Progress through a check sheet."

Checking out any materials on anyone without giving a preserved credit for eventual check sheet is illegal.

HAT CHECK SHEETS

Anyone HAT checked or bulletin or Pol. Ltr. checked on a staff MUST now be given credit for anything checked out on them.

While STATUS CHECK SHEETS are still in process of formation and org data and hat materials is still being released for orgs, a record of anything checked out on a staff member must be kept.

There will be several of these STATUS CHECK SHEETS. They have numbers.

While the material is still being issued, the org hat checker must have a file with staff members' names in it and must record on a sheet of paper for that staff member each HCO Bulletin, Policy Letter or tape checked out on that staff member.

Later when the STATUS CHECK SHEETS are released, the already checked out items that staff member's rough sheet are to be transferred to the proper STATUS CHECK SHEET and sets of these new check sheets will replace the original rough check sheet in the same file. "Status" is covered in HCO Pol. Ltr. of similar data, "PERSONNEL".

Still later there will be actual hat BOOKS for each Division and the materials required for "status" will be in them. Until then we will use a rough system. The same material with perhaps some number changes will be in the HAT BOOKS.

The policy is: NO staff member in ANY org may be HAT CHECKED without its being recorded on a rough sheet in a staff member file and credited to that staff member!

NO REPORT

An illegible auditors report is classed as a no-report and an illegible case folder is classed as a "no case folder".

L. RON HUBBARD

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