

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 JULY 1965

Remimeo

Qual Div  
Org Div  
Tech Div

RELEASE CHECKS,  
PROCEDURE FOR

(Modifies any earlier policy where in conflict)

For ANY Release check, free or otherwise the following procedure only is followed. There may be no deviations.

RECEPTION

Pc asks reception for Former Release check.

REGISTRAR

Reception sends person to Registrar. Whether pc presents free letter or not, Registrar says "You may have the check out itself in the Qualifications Division without charge. However, you will also want the state returned to you if it is found and that is done in the HGC. You can buy a 5 hour intensive in the HGC to get it done." Signs up pc as usual for Rehabilitation Intensive at rates pc is entitled to (student, professional, public).

If person says "maybe they won't find it," Registrar says "Then you'll have five hours of auditing to get closer to it." And signs up.

CASHIER

Cashier accepts payment. Gives pc Invoice. Sends pc to Dept. 10.

TECH SERVICE

Tech Service checks pc into HGC and routes pc to Interview Invoice Officer of Qual Div.

QUAL DIV

Interview - Invoice Qual Div makes No Charge Invoice. Sends pc to Review auditor direct.

REVIEW AUDITOR

The Review Auditor puts pc on meter (no Itsa from pc, please) and checks "Former Release" "Former Thetan Exterior" "Sudden Resurgence in auditing or afterwards." Notes reads. Sends pc to Interview - Invoice to get out of Qual.

Note that THE REVIEW AUDITOR DOES NOT DO FORM 26 JUNE 65 OR ENCOURAGE PC TO ITSA.

This Review check takes under 5 minutes. There is NO attempt to restore the pc's state of Release.

Only the note saying pc was or wasn't found reading on Former Release is made or done.

The total allowed time in Qual is fifteen minutes. If Qual can't get person invoiced, Reviewed and out in 15 minutes it isn't functioning at all as a Division.

TECH SERVICE

Interview - Invoice of Qual routes pc to Tech Service.

HGC admin assigns an auditor and gets pc to session as soon as possible.

### AUDITING IN HGC

The Auditor takes Qual note and whether it says pc was or wasn't a Release does fully the following:

1. Does the full Assessment Form of 26 June 65 designed for Review (and being redesigned for HGC by changing captions).

This form is an assessment form. In HGC it is used as Auditing by List. But if there is any read on ARC Break in Sessions, the Auditor does List 1, Session ARC Breaks, as Auditing by List, cleaning each one he finds BUT NOT CLEANING LATENTS OR CLEANS.

The Auditor completes the Form 26 June 65 and handles anything on it.

The Former Release question on Form 26 June 65 may prevent the Auditor from going on as this is where pc's interest lies.

If pc very interested in this and it reads, the Auditor promptly shifts to

2. HCO B 30 June 65 and rehabilitates any and all former release moments found.

3. The auditor's object is to obtain a floating needle. The moment this is attained ANYWHERE IN THIS INTENSIVE the auditor gives a soft "That's It" and that's it.

4. The Auditor writes a chit to Qual, giving pc's name and "Declare?"

5. Auditor routes pc to Tech Service.

### TECH SERVICE

Tech Service routes the pc promptly to Qual with the folder (in the hands of a Tech page.)

### QUAL

Interview - Invoice Qual checks pc in and routes to Examiner.

### EXAMINER

Examiner looks at pc, notes note in folder from Auditor. If good indicators in on pc, Examiner sends to Certs and Awards.

However if pc says he is not now a Release, examiner examines the pc's Form 26 June and routes to Ethics if SP or PTS indicated, to Review if pc needs smoothing out.

### REVIEW

If Review has to smooth out, Review does so at charge. This charge can be deducted from any remaining time pc had. If no time remained pc must pay. Review does Form 26 June 1965 carefully.

### EXAMINER

Examiner sends pc back to Tech Service if pc doesn't believe he was Released.

### TECH SERVICE

Tech Service routes to Registrar who sells pc more auditing.

### ETHICS

If Examiner sent pc to Ethics, Ethics examines for SP or PTS and handles accordingly.

### HGC

If HGC gets the pc again, it is up to the Case Supervisor.

### CERTS AND AWARDS

If the pc (as will be usual) has good indicators in, whether just in from HGC

or just back from second Review, the Examiners whisk the pc to Certs and Awards.

Certs and Awards writes a Declared 1st Stage Release or 1st Stage Released OT. writes the certificate letter, logs it and calls HCO.

#### HCO COURIER

An HCO Courier comes down from HCO to Certs and Awards.

Certs and Awards gives the Courier the papers and pin and the pc's folder which it got from the Examiner.

If the pc is not paid up, the Courier takes the pc to Cashier, to pay and leaves the pc.

The Courier then gets a signature and seal on the Declaration from authorized HCO personnel at once and rushes the declaration, pin and folder to the Registrar (Dept 7).

The Courier has finished all required actions.

#### REGISTRAR

The Registrar at once accepts the paid invoice from the pc and hands over the Declaration and pin and congratulates the pc.

The Registrar then sells the person training as the only road to Clear.

#### PAID UP PC

The route of the Courier is varied for a paid up pc. The Courier drops the person off in the Registrar waiting area, gets the signature and seal and pops back with them.

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If you don't have all these posts, if some are doubled, still the pc has to go through all these points.

Body Routing Forms will cover this route of PC to Release Rehabilitation.

You can go broke if you don't follow it. These lines must flow and fast.

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