

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 JANUARY 1966
CORRECTED AND REISSUED 12 OCTOBER 1985

Remimeo
Staff Hat

(Corrections in this type style)

U R G E N T

**LEAVING POST
WRITING YOUR HAT**

(A copy of this should be clipped to every transfer order issued in an org, but failure to do so does not relieve the transferee of responsibility.)

On changing post, it is *vital* for the staff member (executive or general) to write up his or her hat for the post being vacated.

A copy is furnished the HCO Exec Sec WW.

A person is still considered to *also* be on any post he is vacating until

- a. A new person is provided for the post.
- b. He or she has written up a complete hat giving the duties, lines and *peculiarities* of the post.
- c. Turned the hat over to the new staff member and a copy to HCO Exec Sec WW.
- d. Turned over all the equipment and supplies of the post and gotten a receipt for them signed by the new person on the post.
- e. Sent a copy of the items in (d) to the Supply Officer.
- f. Settled the new person in the post so that it is operating.

If these are not done, an organization goes to pieces on expansion as it loses its lines and terminals and functions through promotions.

Staff members not doing the above may be called upon as responsible for the actions, failures and *materiel* of a post for up to 2 years after leaving it and his or her pay may be debited for any losses or damages *on* the post vacated without complying with the above, even though the loss or damage was done by a successor.

Note that a person ordered to a new post is also responsible (regardless of any other action by another to fill it) for seeing that the post is competently filled before he is legally off it. This is of long-standing custom.

None of this exempts Personnel or executives from filling posts, writing hats or accounting for *materiel* or supplies. But the staff member leaving a post has the greatest responsibility.

L. RON HUBBARD
Founder

Adopted as official
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