

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 FEBURARY 1966

Remineo
AdCouncil
Exec Sec Hats
HCO Area Sec Hat
LRH Comm Hat
Dir RAP Hat
All Exec Hats
Pers Cont Officer Hat

Exec Div
HCO Div

PERSONNEL CONTROL OFFICER

As the Personnel Control Officer is in actual fact responsible for the effectiveness of staff members, since they influence all statistics and he is blamed for lack of good staff, the following is therefore required:

NO SECED APPOINTING OR PROMOTING PERSONNEL MAY BE PUBLISHED FOR ANY DIVISION OR THE ADCOUNCIL OR OKAYED BY THE LRH COMMUNICATOR UNLESS IT HAS THE PERSONNEL CONTROL OFFICER'S INITIAL UPON IT FOR THE HCO AREA SEC.

The Personnel Control Officer, not having a very high rank, may not change the Sec ED but may only refuse to okay it.

The LRH Communicator must refuse to okay for issue any SEC ED concerning personnel appointments of assignments or promotions unless it already has on it the initials of the Personnel Control Officer, regardless of who proposed it.

NO PROMOTION, TRANSFER OR ASSIGNMENT MAY BE DONE BY ANY DIVISION OF EXECUTIVE WITHOUT ITS BEING THE SUBJECT OF A SEC ED.

Any wages drawn by a person not so appointed may be claimed by the org from the verbal appointment person.

EXPECTED ACTION

It is expected that the Personnel Control Officer will look up the

- (1) Leadership Survey
- (2) Any Case Grahps
- (3) Any Case Reports
- (4) All Ethics records

of every personnel on an appointment SEC ED before he or she okays it.

The Personnel Control Officer must beware of low leadership scores for executives of any rank and refuse an ok on that bases alone for executives.

Poor case gain or a Suppressive tendency record should be definite cause of a refusal to okay a personnel SEC ED.

Ethics records should be considered mainly on the basis of disclosing suppressive tendencies.

No one may try of file chits on a Personnel Control Officer for refusing to Okay a SEC ED for the HCO Area Sec.

In any org of size the Personnel Control Officer must be separate from the HCO Area Sec.

The initiating may not be dome by the HCO Area Sec is the Personnel Control Officer will not initial.

SEC EDs appointing Personnel Control Officers must be initialled by the HCO Area SEC..

ETHICS ACTION

If a Personnel Control Officer initials a SEC ED and a person so appointed turns out to be suppressive or grossly incompetent and comes to an Ethics Hearing of Committee of Evidence, then the Personnel Control Officer or the HCO Area Sec becomes at once an interested party and must prove beyond teasonable doubt that due care was taken in the appointment.

If the Personnel Control Officer refuses to okay a SEC ED and can show no reason or statistic or record why not, if challenged by higher authority, then he or she must initial it. But if the smallest reason exists why the appointment is questionable he is immune to any challenge.

All appointments, particularly to Executive Positions are done by statistics and record, not by personality.

"Leaving the post empty rather than fill it with a bad personnel" is the maxim of his judgement an initialling SEC EDs for the LRH Communicator to ok.

LRH:ml
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