

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

All Staff Hats

Staff Status 2

Check Sheet

HCO POLICY LETTER OF 13 MARCH 1966

All Divisions

ORDERS, PRECEDENCE OF PERSONNEL,

TITLES OF

The following table gives the precedence, which is to say the greater value or importance of orders or directions in Scientology: This table shows what order to follow first and if one above is contrary to one above, follow the upper one:

For anything relating to corporate status, starting or closing bank accounts and vital planning:

BOARD RESOLUTION

(Black ink on white paper, signed by all board members)

For policy:

HCO POLICY LETTER

(Green ink on white paper, signed by LRH)
(HCO means Hubbard Communications Office)

For all Technical Matters in Scientology:

HCO BULLETIN

(Red ink on white paper, signed by LRH)

For orders, or plans, expires in 1 year.
For Personnel permanent appointments:

SEC ED (SECRETARIAL TO THE EXECUTIVE DIRECTOR) (LRH)

(White paper, blue ink, signed personally by the Executive Director LRH)

For transfers of large sums or property, appointments of Exec Secs WW and urgent matters relating to survival actions:

SEC ED (GUARDIAN)

(White paper, blue ink, signed by the Guardian, MSH for LRH)

For Conditions assigned, personnel appointments and financial planning and directions to Secretaries:

SEC ED (AdCouncil)

(Blue paper, blue ink, signed by the Advisory Council for LRH Exec Dir, approved by LRH Communicator as not against policy and by HCO for Personnel.)

For orders to the divisions under the Exec Sec:

SEC ED (Executive Secretary)

(Blue paper, blue ink, signed by the HCO Exec Sec or Org Exec Sec for LRH Executive Director.)

For orders to a division by its Advisory Committee:

SEC ED (Divisional AdComm)

(Colour of paper of the division, blue ink, signed by the Advisory Committee of the Division for LRH Executive Director, approved by the Advisory Council and the LRH Communicator and personnel orders also approved by HCO Personnel Control.)

For orders to Directors of the Division from its Secretary:

SEC ED (Divisional Secretary)

(Colour of the paper of the division, blue ink, signed by that Division's Secretary for LRH Exec Director approved by the AdCouncil and LRH Communicator and requiring HCO approval for personnel.)

For Directors of a department in ordering their own department:

WRITTEN ORDER (Director)

(Signed by Director, approved by his divisional Secretary.)

For ordering personnel in work actions:

WRITTEN ORDER (Executive)

(Signed by the departmental Officer or In Charge, approved by the Department's Director.)

For ordering immediate juniors by their immediate superiors or one's immediate clerical assistants or in a conference or in moments of urgency. Not valid otherwise and not binding as evidence in Ethics hearings or for reason for charging

VERBAL ORDER

a non-compliance Ethics chit. Never accepted when relayed through a member of the public or off channels.

On all orders, orders from an HCO Exec Sec may not cross to Org Divisions, orders from the Org Exec Sec may not cross to HCO Divisions except in the Office of the Org Exec Sec Dept 19. Secretaries may not order other divisions than their own. Directors may not order staff not in the Director's departments. Officers may not order other sections than their own. In Charges may not order other units than their own.

No order lower on the scale may cancel or set aside an order above it on the scale. Any staff member accepting an illegal order who does not file a job endangerment chit when he or she received it has no defence in any resulting ethics hearing. In these organizations one must not permit himself to be led astray by a senior with "private knowledge".

Anyone using policy to prevent statistics rising is liable to an Ethics hearing or a Committee of Evidence. The response to a generalized statement "that's against policy" is "What is the Policy Letter that covers it?" And get it displayed.

It is possible to know where one stands only if one knows the seniority of orders. The hardest position to be in is one where one's senior has thrown the regulations away and is inventing his own - then none knows where he stands.

Any written or published order may be cancelled by a published order senior to it on the above chart except that traditionally, Board Minutes cannot cancel Policy Ltrs or HCO Bs, these being originated or modified by the Executive Director whose powers only are ratified by the Board. HCO Policy Letters and HCO Bs (Hubbard Communications Office Bulletins) are considered technology and know-how and are outside Admin channels.

SENIORITY OF ORGS

The comparable order of a senior org cancels the order of or takes precedence over an org junior to it.

The seniority is:

World Wide
Continental
Zone
Sub-Zonal
Area
District Office
Field Staff Member
Centre
Franchise Holder
Field Auditor
Professional Member
Lifetime Member
International Member
Associate

The AdCouncil WW can cancel or takes precedence over an Advisory Council Continental. An Advisory Council Continental takes precedence over that of an org junior to it.

Advisory Councils are senior to Advisory Committees. An AdCouncil runs the whole org, an AdComm runs only one of its divisions.

Advisory Councils are advisory to the Board of Directors or the Executive Director or the Guardian and have no other powers. They cannot open or close bank accounts or change corporate status. They are appointed by a senior Ad-Council or the Exec Director or the Guardian. An AdCouncil consists of the two Executive Secretaries of an org and the Executive Director.

An Advisory Committee exists for each division in the org (7) and is advisory to the AdCouncil and is appointed by the AdCouncil of the org and consists of the Secretary of the division and the three directors (heads of departments) or in an Exec Division, the three Office Co-ordinators of the 3 Exec Div Offices who are the same as directors but have a different title.

SENIORITY OF EXECUTIVES

The following table gives the seniority of executives -

EXECUTIVE DIRECTOR	There is only 1 Exec Director, LRH, and he is Exec Dir for WW and for each org. There are no assistant or deputy Executive Directors. (Orders issued for the Exec Dir must be approved by the LRH Communicator as not against policy and by HCO Personnel when personnel is appointed.)
THE GUARDIAN	There is only one Guardian, WW and each org. There may be Assistant Guardians in larger orgs acting as liaison personnel for the Guardian.
EXECUTIVE SECRETARY	There are two Executive Directors at WW, two in Continental Exec Divisions, two in every other Exec Div. They are the HCO Exec Sec and the Org Exec Sec. They head the 3 HCO and the 4 Org divisions respectively. Together they with the Exec Dir, form the AdCouncil. They are appointed by the Exec Dir, the Guardian or the AdCouncil WW. The WW (Worldwide) Exec Secs are appointed by the Guardian by statistics.
SECRETARY	There are 7 Secretaries in each organization. They head divisions. They are the Chairmen of the Divisional Ad-Comm. They are appointed by the AdCouncil of the org with the approval of HCO Personnel and the LRH Comm (Communicator).
DIRECTOR	There are 18 Directors in an organization. They head departments. They are appointed by their Secretaries with the approval of HCO Personnel and the LRH Comm (Communicator).
CO-ORDINATORS	There are 3 co-ordinators in an org. They are the same as directors but head the 3 offices (departments) of the Executive Division). They are appointed by the Division 7 Secretary with the approval of HCO Personnel and LRH Comm.
OFFICER	These head sections within departments.
IN CHARGE	These head units inside sections.
EXECUTIVE	A general term including any In Charge or above.
GENERAL STAFF MEMBER	Any staff member who is not an Executive.
STAFF MEMBER	Any and all persons employed in an org whether an executive or general staff member.
ACTING	A prefix to a title meaning appointed conditionally if shows good statistics for a year will become of permanent title.
DEPUTY	A prefix to a title meaning "in the place of". There may be a deputy for each executive post in an org in addition to the person with the title. Or it means "filling in until an appointment is actually made".
TEMPORARY	An impermanent assignment, either for reasons of expediency or under trial.
STAFF STATUS	A number following the person's name on the org board that shows the state of Administrative training of the individual as done in the staff training section. Status numbers go from 0 for Temporary, 1 for Provisional, 2 for Qualified general staff member on up for the various executive grades. If no number appears after a name the person is holding the post without check out for it. A low ranking staff member can have a high status number as it is <u>qualified for</u> , not "appointed to". This prevents qualified persons from being by-passed in promotion.
CLASS	A Technical Certificate in Scientology goes by Classes on the Gradation Chart. The Class of a Scientologist's Certificate is noted in Roman numerals after his name on the Org Board.

GRADE

The case grade of a staff member is shown after his class as an auditor or if no class, after a dash, in Roman numerals on an org board. Example IV - IV - 2 means Class IV auditor, Grade IV pc, - Staff Status 2 qualified as a permanent general staff member. -IV - 2 would mean Grade IV pc, 2 qualified permanent staff member but not trained as a Scientologist.

L. RON HUBBARD

LRH:ml.mek
Copyright (c) 1966
by L. Ron Hubbard
ALL RIGHTS RESERVED