

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 29th APRIL 1966
All Staff
Applies to Dir
Review
Staff Tr Officer

POLICY CHECK OUTS and E METER

When a staff member who is taking a check out from the staff training officer flunks, regardless of his grade of release or state of case, the following is done:

REMEDY POL-A

1. He or she is meter checked out on misunderstood words and these are handled.
2. He or she is checked out for disagreements with policy and these are handled.

REMEDY POL-B

When a staff member who has been so reviewed still has a high flunk rate, he or she is given full meter handling on the subject of earlier admin systems or earlier policies and these are handled as to (1) misunderstood words and (2) disagreements with the earlier systems or policies.

The above actions in a small org are all done by the staff training officer. In a large org the actions of Pol Ltr check out are done by the staff training officer and if a flunk occurs the staff member is sent to a Review auditor at once to get Remedy POL-A done.

If the staff training officers check out log (which he keeps) shows that Remedy POL-A is not handling the person then Remedy POL-B is directed by the staff training officer and done by the Review auditor.

The Review auditor is under the orders of the staff training officer in matters concerned in this Pol Ltr. NO other action may be undertaken by the Review auditor other than those directed by the staff training officer.

Please note that to do misunderstood words and disagreements before check outs violates the Fast Flow System of Management as one is correcting errors which have not occurred. In the Fast Flow System of Management one corrects only after actual errors have occurred, otherwise the org becomes the typical bureaucracy that is making our era miserable. We are in the business of making things better.

LRH:lb-r
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L. RON HUBBARD