

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCC POLICY LETTER OF 1, JANUARY 1968
All Staff Hats

HAT WRITE - UPS AND FCLDERS
INSPECTION OF HAT FOLDERS

(Excerpts from HCC Policy Letter of January 10th, 1958
and May 13th, 1964 rewritten, SECED 707 SH 385 WW 9 Aug 1966, SECED 100
LONDON 26 Jan 1959)

WRITE UP YOUR HAT

This applies to every staff member

A copy is furnished the HCO Exec Sec WW.

By "Hat" is meant your job title and duties. It comes from Railway slang-
the trainman wears one kind of hat, the conductor another- thus "Hat" equals
what your job is.

A "Hat" is a permanent folder, in your possession, which describes your
duties on your post in full and which contains policy letters which directly relate
to that post. The folder must be completely up to date.

When writing up your hat, put down your Division and Department number.
(Find yourself on the Org Board in the Comm Centre.) Then write down your post
TITLE (i. e., Mail Clerk, Cook, etc.) Then the PURPOSE of the post is to be
given, followed by the DUTIES of the post- to be numbered separately. This write-
up is a brief but complete account of your current duties, i. e., exactly what you
are doing on your post at the time, not what you are supposed to be doing or hope
to do.

Write in the times things are done and where you work and who your
immediate senior is.

KNOW YOUR HAT-MAKE SURE IT IS KEPT CURRENT. You are responsible
for seeing that it is kept up to date.

Do not destroy old hat material. Forward anything now obsolete in your hat to
the Hats Officer, HCC Div 1, Dept 1, for master filing.

If you do not know what to do with anything in your hat, send it to the Hats
Officer, otherwise valuable details of the organization may be lost.

The Hats Officer may call upon any staff member at any time to deliver up
his hat folder, in person, for immediate inspection.

If the hat folder does not completely describe the post it covers and the
duties and procedure thereof, or if it is incomplete, or if it is in gross error,
the Hats Officer may notify the Dir Income to debit the account of the person
concerned to the amount of 2.10.0 sterling; \$10.00 U.S., or equivalent
in other currencies. If the folder is missing entirely, the fine shall be 6.0.0
sterling or \$25.00 U.S.

There is no limit to the number of times a folder may be called for or
the number of fines save only that only one fine may be levied for each offence.
Recentness of appointment shall be no excuse.

The Dir Income is authorized herewith to so debit a person's account on
notification from the Hats Officer. Any funds so derived shall be made part of the
Building Fund.

Scientology Organizations are complicated structures. The know-how is contained in its hats. The structure becomes unworkable when posts and duties become lost.

Proposed by a Board of Investigation

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For L. RON HUBBARD
Founder