

BOARD POLICY LETTER
2 JANUARY 1968R
REVISED & REISSUED 17 JULY 1975 AS BPL
(Revision in Script)

CANCELS
HCO POLICY LETTER OF 2 JANUARY 1968
SAME TITLE
Remimeo
Hats Officer
Hat
STO Hat

HCO HAT SECTION
ORDERS TO STAFF

HCO has always had the duty of getting policy known and applied by staff.

Though Staff Training Officer now has the duty of checking them out, this does not relieve HCO of the duty of seeing that staff get checked out on Policy relative to their post and basic Org Policy.

This is now the duty of the Hats Officer in Dept of Personnel.

When a new person comes on to a post or a person is transferred to a new post, the Hats Officer collects the old hats and issues a Time Machine Order to the person to get checked out on the vital policy covering their post.

A person who is doing a lot of Dev-T actions and is offline or off-policy in any actions should be reported to the Hats Officer as well as Ethics so that the Hats Officer can order checkouts on the appropriate Policy Letters and on Bulletins. (See also STB 8 Mar 75 Issue 11 Cramming Series 3R, Types of Cramming.)

The Secretaries can also order their personnel to checkouts or can notify the Hats Officer of personnel who need checkouts.

Since Dept 1 is responsible for the efficiency of personnel and for their knowing the Policy covering their hat, all staff is under HCO with regard to their Hat and so can be ordered to be checked out on Policy.

When a staff member is not productive even after grooving in, Personnel Control then takes over and handles the person by staff status policy.

BPL 2.1.68R
Rev. 17.7.75

- 2 -

Taken from SECED 543 SH written by
Mary Sue Hubbard

Proposed by a
Board of Investigation

Len Regenas
Kevin Kember
Halldora Sigurdson

Tony Dunleavy	Qual Sec WW
Len Regenas	HAS WW
Eunice Ford	HES WW
Tony Dunleavy	OES WW
Ken Delderfield	LRH Comm WW
Joan McNocher	D/Guardian WW

Mary Sue Hubbard
The Guardian WW

Revised & Reissued as BPL
by Flag Mission 1234 2nd
Molly Gilliam

Approved by the
Commodore's Staff Aides

and the
Board of Issues

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

EDCS:CSA:BI:MSH:JM:KD:TD:

EF:LR:HS:KK:MG:mg

Copyright (c) 1968, 1975

by L. Ron Hubbard

ALL RIGHTS RESERVED

This is Reproduced and issued to you by

The Publications Organization, U. S.