

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

Adv Org HCO POLICY LETTER OF 10 JANUARY 1968
Tech, Qual (Replaces HCO Pol Ltr of 10 Nov 1966 entitled
Ethics Hats "Clearing Course and O.T. Course Materials")
Adv Courses
Students CLEARING COURSE AND O.T. COURSE MATERIALS
Personnel

The methods and admin of case supervision formerly used on Advanced Courses are herewith cancelled. A fast flow system is to be used, both in the Org and through the mail.

Students are supplied with a generous quantity of Form AD 1. One of these forms is filled out at session end for every session even if two or more in one day. Students do not send in their folder. They go on auditing. The form will be filed, not sent back to the student or acknowledged. Local students put the form into the IN basket of Div IV or any IN basket in the Org daily. Away students mail in their forms weekly. If (4) is marked, students are to report to qual at their nearest Org with his or her folder. At the end of Review, the folder is then given back to the student to complete the course. Review folders are kept at the Org giving the service.

In addition to Form AD 1 (Report of Session), two copies of Form AD 2 (To Course Supervisor Form) are enclosed in the student's materials. The additional copies are to make up for lost forms and possible second requests. This form advises the Course Supervisor that the student is applying to Qual Advanced Org for award of Course Completion, and should be accompanied by the student's COMPLETE folder.

Three copies of a third form (Qualifications Form AD 3) are enclosed in the student's materials. This is the attestation of Completion of Course to Qual and application for award of the Grade. Students will be notified on completion of the Clearing Course of their Clear number.

All Advanced Courses materials must be kept secure at all times. Any packet containing Clearing Course materials is to be striped with green ink or green tape, similarly, for O.T. Course materials gold is used.

All Clearing Course mail
must be addressed to:

Unit G
Operation & Transport
Services, Ltd.
Apartado 6088
Valencia 11
Spain

All O.T. Course mail
must be addressed to:

Unit H
Operation & Transport
Services, Ltd.
Apartado 6088
Valencia 11
Spain

Any other method of addressing incoming mail is a violation of security. All mail handling personnel must leave them unopened and pass them to the CC or OTC Supervisor (Except Advanced Org). The Director of Communications must so arrange this with his personnel.

The Advanced Courses Supervisor must keep a file for each student and file the session slips (Form AD 1) at once upon receipt. If a student stops auditing, the Supervisor notifies Qual and the student is summoned. All auditing records and materials returned by the student must be kept under lock and under the personal responsibility of the Director of Tech Services, Advanced Org. Security level must be high on this post, and any loss of materials or escape of information is a high crime.

ETHICS

SECURITY OF DATA

Issued with a small amount of R6 data in 1964, three or four persons promptly used it on pcs knowing well it was forbidden. The pcs became ill or misemotional toward us. And just the day I write this (original writing 4 October 1965) I myself encountered a pc, very ill, who had had some original R6 data misused on her and did not suspect why her case and health had worsened. She was not ready for it at all.

The issue earlier was a trial balloon, in a sense. I found certain persons (a small minority) were not up to responsibility for the material of April 1964.

Therefore, our firm action will be that the moment we find the material of the Clearing Course or O.T. Course has escaped or been misused, we will quickly trace the person who was insecure and cut off all further or any future Clearing or O.T. data issued to that person. The likelihood of independent discovery even with clues has proven to be non-existent by actual review of auditors trying to find pieces of it when they had over half of the answers already.

You must realise that we suffer, all of us, from the misuse of knowledge concerning the mind at a very early period. To place this data near such people as psychiatrists or even states places them in a position to enslave people or repeat the original action and cage people in. A very small minority, receiving incorrect data did promptly use it harmfully on others after April 1964.

Until we ourselves have climbed well out of the hole, we must safeguard the materials. Our case gains depend on it. And others could make our salvage of people impossible.

We do not safeguard these materials from any commercial considerations. Our futures, those of each of us and those of all Scientologists, depend on our keeping this material under lock and safeguarded from abuse until we are well away as a group and can handle things better as individuals as well as a group.

The road is wide open to anyone to come up the Grades and obtain them. But it is shut to any who misuse them or injure their security.

Students of the Clearing Course, the Clearing Course Supervisor, Ethics Officers and all HCO and Org staff have it in their personal interest to enforce security of materials to the limit.

These restrictions apply to no data up to Grade V.

From Power Processing on up the data is confidential. Up to there, you can release Scientology data as you always have--freely and to everyone. But this last bit is dangerous in unskilled or uneducated or unscrupulous hands and it is purely ours. It belongs to the Scientologists who keep the show on the road and must be available to them when they are ready.

LRH:ss
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Qual Sec	Stephanie Clements
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Commodore	