

Remimeo HCO POLICY LETTER OF 8 DECEMBER 1968
HCO ES Hat ISSUE II
HCO AS Hat
Dir RAP Hat
PCO Hat

DEPARTMENT ONE ADMIN - SERVICE RECORDS

Department One is hereafter to keep its own administrative Service Record for each staff member.

These are uniform throughout Scientology and are already kept in the Sea Org. They are solely for the purposes of Personnel Assignment data.

The Service Record is kept on light-cardboard weight paper, in a two-holed loose leaf book. The Service Records of staff who have left may be kept in the back of the book or sent on to the org they have gone to.

Once the Background section has been filled out (which is done in Dept. One when the person first comes on staff) there are only 7 things which need to be logged in the Service Record:

1. Change of post (include date and whether demoted or promoted)
2. Enemy or Treason Declare (date, by whom and reason)
3. Completion of Training level or Staff Status (date)
4. Attainment of Pc Grade (date)
5. Signed a contract (date, length, org)
6. Departure from org staff (date, where to)
7. Assignment of Power condition (date)

NONE of the above is more than a one-line entry.

The Service Record is typed. The book is kept in PT DAILY by the person assigned to it, by reference to the published orders of the day, plus information from Tech on completions. Even in a large org this is no more than an hour or so of work. But it must be done as an invariable routine, as regular as brushing teeth, otherwise it becomes a mad scramble once a week or when someone's record is demanded.

The Service Record does not stay in the org, it follows the person himself when he goes. HCO is responsible for sending it on to the next org, keeping a photocopy on hand. Be sure to keep the photocopy.

For purposes of more thorough investigation Ethics files are consulted and the Service Record in no way replaces these.

A Service Record is numbered as follows: Abbreviation of org + number (start from 0001). If the person changes to another org it is numbered again by that org in the same fashion. Numbering might eventually look like this:

SERVICE RECORD

Number:

NY 0098

SH 0206

WW 0295

S.O. 0401

This would be over a period of months or years.

The reason for putting this system in is that in the face of a

tremendous expansion of our activities we require a simple and readable method of seeing what someone is all about. It is senseless to try to build up this knowledge anew each time, or for the Execs to have to carry it all around in their head.

Later on, dealing with staff members who have been actively in Scientology for decades, the Service Record will still be a handleable bit of admin.

The dimensions of the Service Record are 8 x 14 inches. Example of the format is attached as part of this HCO P/L.

LRH:ei
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N. Jessup CS 1
for
L. RON HUBBARD
Founder

Number:

SCIENTOLOGY STAFF RECORD

Date: _____

NAME _____ NATIONALITY _____ SEX _____
ADDRESS _____ DATE OF BIRTH _____
NEXT OF KIN _____
MARRIED/SINGLE/DIVORCED/SEPARATED AGES OF CHILDREN _____

Background

Training and education _____

Past jobs held (Date and length of time) _____

Special skills Can type _____ Languages _____
Others _____

Government or Political Groups ever affiliated with 666 _____

Religious groups ever affiliated with _____

Ever affiliated to a suppressive group (dates) _____

Drug history if any (dates) _____

When did you contact Scientology and Dianetics _____ Through whom _____

Any physical defects or handicap _____

Psychiatric or Institutional History (dates) _____

Results of tests (if taken) Leadership _____ Judgment _____
Social/AntiSocial _____ IQ _____ Other _____

Attested that the above is true and complete (full signature)

Service Record

1. STAFF TRAINING(fill in date achieved): SS1 _____ SSII _____ OEC _____
MINISTERS _____

2. TECH TRAINING: HRS _____ HTS _____ HCS _____ HPA _____ HVA _____ HSSVI _____
HGA VII _____ VIII _____

3. GRADES ATTAINED: O _____ I _____ II _____ III _____ IV _____ VVA _____
VI _____ CLEAR _____ OTI _____ OTII _____ OTIII _____ OTIV _____ OTV _____
OTVI _____ OTVII _____ OTVIII _____

