

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 FEBRUARY 1970RB

Remimeo (Revised 8 August 1972)
Post Staff (Revised 8 June 1973)
Boards
Copies to
Exec Secs
Div Heads

ORG ADMIN CHECKLIST

(Formerly called "LRH Comm Weekly Report")

The LRH Comm Weekly Report is hereby revised to become A Monthly Admin Checklist for the Org to be inspected and reported on by the LRH Comm, on the 1st day of each month. It is a checklist that can and should be done quickly; it requires little investigation as most points can be answered by a glance in the area concerned, or by asking one staff member and verifying the answer by checking a few folders, etc., or by cross-checking with another staff member.

Each question is answered by either Yes (a tick) or No (an x). No indicates an outness every time.

Further explanation is not necessary, but clarification and R Factor may be given by the use of the following Code, placing the appropriate letter next to the answer on the right hand side.

- A = All is outstandingly okay on this point.
 - B = Requires improvement. Handleable locally and under control.
 - C = Definitely out. Needs planning and extra supervision at Exec Sec level.
 - D = SERIOUS. Needs urgent action and heavy supervision at Exec Sec level.
- No letter = Okay. Doing fine, no sweat.

These reports, when done, are available to Execs in the Org or anywhere up the line enroute, BUT MAY NOT BE DELAYED.

Revised by CS-7
for LRH Pers Comm
Authorized by AVU
for the
Boards of Directors
of the
Churches of Scientology

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