

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 MAY 1970

Remimeo
Hats Officer Hat

HAT CHECKOUT SEQUENCE

In checking out Hats on staff, the Hats Officer should follow an exact sequence:

1. Check out the Org Seniors and Div heads on their hats.
2. Check out the Org divisional heads on all the hats of their immediate juniors.
3. Check out the personnel of each division.
4. Check out the hats of seniors and divisional heads on the hats of seniors and other divisional heads.
5. Check out any other personnel earlier unavailable.

The reason for the sequence is that if you check out the juniors in a division without checking their hats out on their senior, the senior can easily issue incorrect orders to the wrong terminals. This knocks off the hats, invalidates hats in general and IS THE REASON HATS FALL INTO DISUSE.

There is a law on this - A SENIOR MUST KNOW THE DUTIES OF ALL THOSE WHO COME UNDER HIS ORDERS.

When this law is violated any efforts of the Hats Officer become invalidated and nullified.

There is another law - TO HOLD THE FORM OF THE ORG ALL THOSE ENGAGED IN CONFERENCES OR ROUTINGS MUST KNOW THE HATS OF THOSE AT THEIR OWN LEVEL OF ACTION WITH WHOM THEY ARE ASSOCIATED.

It follows of course that routing terminals must know the hats of those to whom they connect and who are connected to them on comm lines. Thus this is the last series of checkouts a Hats Officer does in a full sweep.

Hats are checked out against an org board using the above sequences.

The ideal organization would be composed of a staff who each one knew all the hats of the group.

A Hats Officer is warned that it is almost impossible to check out hats in a group that has not had a "Chinese school" drilling on that org's org board. (Chinese school is an answering chorus of responses to a teacher's questions, the teacher standing by an org board or chart with a pointer.) Where there is no Staff Training Officer this is undertaken by the Hats Officer.

HCO P/L 14.5.70

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Also where there is no STC, Divisional Summaries of actions are checked out by the Hats Officer.

LRL:dz
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