

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 15 SEPTEMBER 1970R  
REVISED 25 APRIL 1979

Remimeo  
Executive Hats  
Ethics Check-  
sheet  
Personnel  
Checksheet

(Revisions in Script)  
(Ellipses indicate Deletions)

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ETHICS

IMPORTANT

EXECUTIVE RESPONSIBILITY

FOR TRAINING STAFF

If at any time a staff member is found on staff who

- (a) Does not know his hat
- (b) Is found not wearing the hat which he is assigned by the Org Bd or
- (c) Is found in Ethics trouble.

And it is discovered that

- A. He has no staff hat folder
  - B. No post hat folder
  - C. No checksheet of PLs and HCOBs or EDs or books or manuals concerning his duties or division
  - D. Has no pack of the Materials of C above or
  - E. Is not actively being remedied in these defects and/or in progress in *learning* them well
- OR F. The division is undermanned, by reason of no active demand for personnel or permitting transfers.

THE STAFF MEMBER'S IMMEDIATE SENIOR IS SUBJECT TO COMM EV on a charge of

TREASONABLE NEGLECT

and may thereby be

- 1. Removed from post or
- 2. Demoted.

No bonuses of any kind may be paid any executive who does not himself have and whose juniors do not have

(i) A precise post assignment on the org board and posted on the org board;

(ii) A full outline of purpose of the post and the division and the org and a complete staff hat;

(iii) A post hat giving the purpose of the post and its precise duties;

(iv) A checksheet covering with reality the data required to be known to perform the post with all relevant manuals HCO PLs, HCOBs, EDs, Orders, books or tapes;

(v) A pack containing the material of the checksheet excepting tapes but with these available;

(vi) A full Dept 14 programme of post and study progress as well as case progress;

(vii) Adequate study progress on the post material;

(viii) Adequate acceptable statistics of each post production.

#### REWARD

Any Executive Director, Executive Secretary or Secretary who achieves (i) to (viii) with his juniors and himself is entitled to a 25% bonus providing (vii) is completed in all cases and (vii) in satisfactory progress on all persons under him on staff less than 90 days.

The pay of a person fully on post with (i) to (viii) in and (vii) completed is the full units or pay of that post, the staff member being only on post in training until this is accomplished. . . .

#### NOTE

Any and all troubles, ethics actions and org difficulties have been traced to failures to recruit, to hat, checksheet and pack and thus train for and on post every staff member.

While every effort will be made by *Flag* and its Liaison Offices to checksheet and assist and do the basic work, the absence of its materials or helps or the absence of a hats officer or STO do not absolve any executive from his responsibilities for staff competence, hats, checksheets or packs or study thereof as laid down in this Policy Letter.

The viability and expansion of orgs and the power of Scientology in society depend utterly on recruitment and this policy letter being followed with intelligence and reality.

L. RON HUBBARD  
FOUNDER

Revision Assisted by  
Tracy Holmes  
FPJO 857-42 2nd

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