

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 OCTOBER 1970

Remimeo  
C/O Hat  
HES Hat  
HAS Hat  
Dept 3 Hat  
HCO Checksheet  
E/O Hats

INSPECTION OF LOW STATS

It is the duty of Dept 3 Inspection and Reports to inspect any area or person in the org who (a) Fails to turn in a stat (b) Whose current stat is low or (c) Whose stat is down trending.

In the case of a Divisional stat one of these forms is made for every person in the division or its senior.

The intention of this Inspection is to **HAT DON'T HIT** personnel. The lazy action is to assign a condition., The more sensible action is to fully inspect and attempt to remedy and use Ethics only as an extreme last resort.

I&R must be fully familiar with stats and stat interpretation.

Given no report or a low stat or down trending stats this inspection **MUST** be done.

If the E/O is the only person in Dept 3 he is the Inspector. If no E/O the HAS is the Inspector. If no HAS the HES is the Inspector.

The routing is obvious.

A carbon and clipboard are used by the Inspector who keeps a copy so he can see that it gets through lines.

If Qual is not completely manned the Qual Sections are done by the Qual Sec.

The important thing for Dept 3 is to do the report.

For management it is important to be informed so that org stats may be sustained.

I & R FORM I  
Dept 3 Inspection

NAME \_\_\_\_\_ DATE \_\_\_\_\_

DIV \_\_\_\_\_

POST \_\_\_\_\_

- Reason: No Rpt of Stat   
          Fallen Stat   
          Downtrend Stat   
          False Stat

Normal stat for post-----

Comm Basket Inspection-----

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State Dates-----

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State of Admin Files, Logs-----

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State of Area-----

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State of any Equipment-----

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Product Quality-----

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Backlogs-----

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Org Bd-----

Knowledge of Hat-----

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Knowledge of Cheeksheet-----

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Knowledge of Pack-----

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Knowledge of Manuals or books-----

Knowledge of Outstanding orders-----

Attitude to Post-----

Interest of Senior in Post-----

Excuses or Explanations advanced for stat situation-----

Meter Check-----

Physical State-----

Case Folder-----

Ethics Folder-----

Conclusion of Inspector as to Why-----

\_\_\_\_\_  
Signed Inspector

To Dept Pers Enhancement

\_\_\_\_\_  
Date

Programed for-----

Comments-----

Changes Recommended and Entered on Pers Pgm-----

Singed Dept of P.E.

To Dept, Org Correction

Date

Investigation of Division-----

Situation of this Area of org-----

Recommendations ( Also note in Dept Org Corr Records)-----

Singed Dept of Org Corr

To Exec Dir ( C/O or HCOES )

Actions Ordered based on above or personal inspection-----

Initial

HCOPL 6-10-70

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To HAS

Compliance-----  
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Singed HAS

To Exec Dir ( C/O or HCO ES )-----

To I & R Dept 3 Files

LRH:rr:aa  
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