

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 6 OCTOBER 1970
C/O Hat
HES Hat
HAS Hat
Dept 3 Hat
HCO Checksheets
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 downtrending.

In the case of a Divisional stat one of these forms is made for every person in that 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 1
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 _____

Stale Dates _____

State of Admin Files, Logs _____

State of Area _____

State of Any Equipment _____

Product Quality _____

Backlogs _____

Org Bd _____

Knowledge of Hat _____

Knowledge of Checksheet _____

KNowledge of Pack _____

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

Programmed for _____

Comments _____

Changes Recommended and Entered on Pers Pgm _____

Signed 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) _____

Signed Dept of Org Corr

To Exec Dir (C/O or HCOES)

Actions Ordered based on above or personal Inspection _____

Initial

To HAS

Compliance _____

Signed HAS

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

To I&R Dept 3 files

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FOUNDER