

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 NOVEMBER, 1970

ISSUE II

Non-Remimeo
Controller Comm Hat
D/G Comm Hat
A/G Comm Hat

THE CONTROLLER COMMUNICATOR CHECKSHEET

NAME: _____

POST: _____

ORG: _____

DATE STARTED: _____

DATE COMPLETED: _____

This Checksheet is for the post of Controller Communicator. It may be used for the posts of Deputy Guardian Communicator and Assistant Guardian Communicator.

The Checksheet is to be gone through once Zero Rate and once through Star-rate. The third column is for retread, if needed.

CONTROLLER COMM HAT WRITE-UP

HCO POLICY LETTERS

1.	15 Nov '58	"Effective immediately...."	_____	_____	_____
2.	2 July '59	Developed Traffic, The Delirium Tremens of Central Orgs	_____	_____	_____
3.	5 Aug '59	Stable Data for Communicators	_____	_____	_____
4.	4 Sept '59	Completed Staff Work	_____	_____	_____
5.	9 June '60	HCO VW Internal Comm Schedule	_____	_____	_____
6.	31 Jan '61	Message Placement	_____	_____	_____
7.	30 May '61	Current Office Work	_____	_____	_____
8.	21 Sept '61	Despatch Lines	_____	_____	_____
9.	22 Oct '62	Theory of Scientology Orgs	_____	_____	_____
10.	21 Nov '62	Completed Staff Work - How to Get Approval of Actions and Projects	_____	_____	_____
11.	13 Dec '62	Sen Organization Communication System - Despatches	_____	_____	_____
12.	10 Apr '63	What an Executive Wants on His Lines	_____	_____	_____
13.	26 June '63	Routing of Communications	_____	_____	_____
14.	23 June '64	HCO Theory of Communication	_____	_____	_____
15.	17 Nov '64	Off Line, Off Policy - Your Full In Basket	_____	_____	_____
16.	31 Jan '65	Dev-T	_____	_____	_____
17.	8 Feb '65	Dev-T Analysis	_____	_____	_____

18.	22 Feb '65	Executive Director Comm Lines - See EDs	_____	_____	_____
19.	29 Mar '65	Routing Despatches	_____	_____	_____
20.	1 Apr '65	HCO Comm Has Programme Checking Hat	_____	_____	_____
21.	25 Apr '65	Problems	_____	_____	_____
22.	29 Apr '65	Petitions	_____	_____	_____
23.	26 May '65	Ethics - Petitions	_____	_____	_____
24.	17 Aug '65	Return Address	_____	_____	_____
25.	31 Aug '65	Mail Opening	_____	_____	_____
26.	13 Oct '65	Dev-T Data - Executive Responsibility	_____	_____	_____
27.	3 Nov '65	Equipment	_____	_____	_____
28.	20 Nov '65	The Promotional Actions of an Organization	_____	_____	_____
29.	27 Dec '65	LRH Communicator	_____	_____	_____
30.	4 Jan '66	HCO Cable Designation System	_____	_____	_____
31.	19 Jan '66	Danger Condition, Warning, Juniors Who Accept Orders from Everyone	_____	_____	_____
32.	19 Jan '66	LRH Communicator Orders	_____	_____	_____
33.	25 Jan '66	Div I - HCO Division - Organization Chart	_____	_____	_____
34.	1 Mar '66	The Guardian	_____	_____	_____
35.	1 Mar '66	Exec Div Org and It's Theory & Purpose	_____	_____	_____
36.	17 Mar '66	LRH Comm Log	_____	_____	_____
37.	30 Mar '66	The Three Basket System	_____	_____	_____
38.	8 May '66	LRH Communicator	_____	_____	_____
39.	21 June '66	Appointments	_____	_____	_____
40.	17 July '66	Despatches, Speed Up	_____	_____	_____
41.	5 Aug '66	Registered Mail	_____	_____	_____
42.	9 Sept '66	Security	_____	_____	_____
43.	12 Oct '66	Mailing of Letters	_____	_____	_____
44.	16 Nov '66	Admin Know How - Executive Facilities	_____	_____	_____
45.	26 Sept '67	Urgent - Guardian & LRH Comm Division of Duties	_____	_____	_____
46.	5 Jan '68	Dev-T Series, Part of Over-Filled In Basket	_____	_____	_____
47.	22 Feb '68	Ethics & Admin - Slow Admin	_____	_____	_____
48.	10 May '68	LRH Comm Functions	_____	_____	_____
49.	22 May '68	Amendment to HCO PL of 20 Nov '65 - Promo Actions	_____	_____	_____
50.	31 May '68	LRH Comm Log	_____	_____	_____
51.	18 Nov '68	Guardian's Orders	_____	_____	_____
52.	27 Jan '69	Dev-T Summary List	_____	_____	_____
53.	26 Jan '69	Compliance Report	_____	_____	_____
54.	30 Jan '69	Dev-T Summary List Additions	_____	_____	_____
55.	3 Mar '70	How to Write an ED or Order	_____	_____	_____
56.	16 May '70	Institutional and Shock Cases, Petitions From	_____	_____	_____
57.	20 May '70	LRH Comm Master Files	_____	_____	_____

58.	20 May '70	Guardian Public Relations	_____	_____	_____
59.	27 May '70	The Organization of the Guardian's Office	_____	_____	_____
60.	3 Oct '70	Stat Interpretation	_____	_____	_____
61.			_____	_____	_____
62.			_____	_____	_____
63.			_____	_____	_____
64.			_____	_____	_____
65.			_____	_____	_____
66.			_____	_____	_____
67.			_____	_____	_____
68.			_____	_____	_____
69.			_____	_____	_____
70.			_____	_____	_____

HCO POLICY LETTERS - DATA SERIES

1.	26 Apr '70	The Anatomy of Thought	_____	_____	_____
2.	11 May '70	Logic	_____	_____	_____
3.	12 May '70	Breakthroughs	_____	_____	_____
4.	15 May '70	Data & Situation Analysis	_____	_____	_____
5.	15 May '70	Information Collection	_____	_____	_____
6.	17 May '70	Data Systems	_____	_____	_____
7.	18 May '70	Familiarity	_____	_____	_____
8.	19 May '70	Sanity	_____	_____	_____
9.	23 May '70	Errors	_____	_____	_____
10.	23 June '70	The Missing Scene	_____	_____	_____
11.	30 June '70	The Situation	_____	_____	_____
12.	5 July '70	How to Find and Establish an Ideal Scene	_____	_____	_____
13.	6 July '70	Irrationality	_____	_____	_____
14.	7 July '70	Working & Managing	_____	_____	_____
15.	8 Aug '70	Wrong Target	_____	_____	_____
16.	19 Sept. '70	Investigatory Procedure	_____	_____	_____
17.	19 Sept '70	Narrowing the Target	_____	_____	_____
18.	19 Sept '70	Summary of Out-Points	_____	_____	_____
19.	13 Oct '70	The Real WHY	_____	_____	_____
20.			_____	_____	_____
21.			_____	_____	_____
22.			_____	_____	_____
23.			_____	_____	_____
24.			_____	_____	_____
25.			_____	_____	_____

GUARDIAN ORDERS

1.	GO 108 INT 24 Nov '69	Despatch Priority	_____	_____	_____
2.	GO 121469 MSH 14 Dec '69	Pgm Guardian Offices	_____	_____	_____
3.	GO 1 WW 7 Jan '70	Numbering of Guardian Orders	_____	_____	_____
4.	GO 4 15 Feb '70	Guardian Communication Lines	_____	_____	_____
5.	GO 52770 MSH 27 May '70	Report Routing Change	_____	_____	_____
6.	GO 8 MSH 20 July '70	Report Routing Change - Amendment	_____	_____	_____
7.	GO 160870 LRH 16 Aug '70	Guardian Office and Sea Org	_____	_____	_____
8.			_____	_____	_____
9.			_____	_____	_____
10.			_____	_____	_____
11.			_____	_____	_____
12.			_____	_____	_____
13.			_____	_____	_____

BOOKS

1.	HOW TO LIVE THOUGH AN EXECUTIVE by L. Ron Hubbard	_____	_____	_____
2.		_____	_____	_____
3.		_____	_____	_____
4.		_____	_____	_____
5.		_____	_____	_____

CORRECTIONS (Cancelled or Amended policies)

1.		_____	_____	_____
2.		_____	_____	_____
3.		_____	_____	_____
4.		_____	_____	_____
5.		_____	_____	_____
6.		_____	_____	_____
7.		_____	_____	_____
8.		_____	_____	_____

Upon completion of this Checksheet, report to Certs and Awards of your nearest Scientology Organization to receive your CONTROLLER COMMUNICATOR CERTIFICATE.

Attested Complete

Certs and Awards

Org

Date

Compiled by:
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Controller Communicator
for
Mary Sue Hubbard
The Controller
for
L. RON HUBBARD
FOUNDER