

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
HCO Area Sec
Dir RAP
HATS OFFICER

HCO POLICY LETTER OF 27 DECEMBER 1970
ISSUE II

HATS OFFICER CHECKSHEET

NAME _____ ORG _____

POST _____

Date started _____ Date completed _____

Post: Hats Officer

Section: Hats Section

Dept: Department of Routing and Personnel

Division: Hubbard Communications Office Division I

CERT AWARDED: HCO HATS OFFICER

(Note: The definition of a hat is the "beingness and doingness that attains a product." per HCO PL 28.10.70, Organizing and Hats.)

The Hats Officer is one of the most important posts in the entire organization. This is his checksheet. The product of this checksheet is intended to be a fully competent producing Hats Officer. This checksheet gives the Hats Officer his hat so he can contribute towards the Product of Dept One, which is: Effective Personnel, Posted and Hatted.

CHECKSHEET PROCEDURE

Do the Theory Section twice through - the first time through is done zero-rated and the second time through is done star-rated.

The practical is done once through all star-rated.

Apply all the study tech of your student hat. Study with a dictionary at hand and look up any misunderstood words learning the word in your own made up examples. Use your student demo kit to relate the significance to mass and personal application.

Note: (1) Any theory checkouts on this checksheet must be done per HCO PL 26 Aug 1965, "Twin Checkouts" to be valid.

(2) Any clay demos done on this checksheet must be done per HCO B 11 Oct 67, "Clay Table Training" to be valid.

I. GENERAL HCO

1. HCO PL 4 Oct 56 The Handling of Hubbard
(reissued 16 Sept 70) Communications Offices _____

2.	HCO PL	9	Jan 61	Duties of HCO	_____	_____	_____
3.	HCO PL	14	Feb 61	The Pattern of a Central Organization HCO Area Office	_____	_____	_____
4.	HCO PL	18	Dec 61	Standing Orders	_____	_____	_____
5.	HCO PL	10	Jan 62	HCO Standing Order No. 5 Students	_____	_____	_____
6.	HCO PL	17	Mar 65	Rights of a Staff Member, Students and Preclears to Justice	_____	_____	_____
7.	HCO PL	2	Apr 65	Urgent False Reports	_____	_____	_____
8.	HCO PL	20	Nov 65	The Promotional Actions of HCO Division I (only)	_____	_____	_____
9.	HCO PL	17	Jan 66	Division I - HCO Division Organization Chart	_____	_____	_____
10.	HCO PL	24	Feb 66	Dir Comm's Functions	_____	_____	_____
11.	HCO PL	7	Dec 69	Ethics, Design Of	_____	_____	_____
12.	HCO PL	7	Feb 70	HCO Makes the Org	_____	_____	_____
13.	HCO PL	17	Apr 70	Vital Department One	_____	_____	_____
14.					_____	_____	_____
15.					_____	_____	_____
16.					_____	_____	_____
17.					_____	_____	_____
18.					_____	_____	_____
II.	<u>DEPT I</u>						
1.	HCO PL	19	Sept 67	HCO Division, Department of Routing, Appearances and Personnel	_____	_____	_____
2.	HCO PL	12	Nov 68	The Main Weakness	_____	_____	_____
3.	HCO PL	17	Apr 70	Vital - Department One	_____	_____	_____
4.					_____	_____	_____
5.					_____	_____	_____
6.					_____	_____	_____
III.	<u>ORIENTATION</u>						
1.	HCO PL	7	Feb 65	Keeping Scientology Working	_____	_____	_____
2.	HCO PL	17	June 70	Technical Degrades	_____	_____	_____
3.	HCO PL	23	Sept 67	New Post Formulas	_____	_____	_____
4.	HCO PL	7	Feb 70	Danger Condition, Second Formula	_____	_____	_____
5.	HCO PL	4	Jan 66	Staff Status	_____	_____	_____
6.	HCO PL	20	July 66 (amended 19 Mar 68)	Staff Status	_____	_____	_____

7.	HCO PL	5	Jan 69	Staff Status Two	_____	_____	_____
8.					_____	_____	_____
9.					_____	_____	_____
10.					_____	_____	_____
11.					_____	_____	_____
IV.	<u>THIRD DYNAMIC TECH</u>						
1.	HCO PL	11	Apr 70	Third Dynamic Tech	_____	_____	_____
2.	HCO PL	4	Oct 69	Organization Enturbulence	_____	_____	_____
3.	HCO PL	20	Sept 69	Stability	_____	_____	_____
4.					_____	_____	_____
5.					_____	_____	_____
6.					_____	_____	_____
V.	<u>HATS</u>						
A.	<u>GENERAL</u>						
1.	HCO PL	1	July 65	Hats, The Reason For	_____	_____	_____
2.	HCO PL	10	July 65	Lines and Terminals Routing	_____	_____	_____
3.	HCO PL	5	Feb 69	Double Hats	_____	_____	_____
4.	HCO PL	20	Apr 69	Hats, Not Wearing	_____	_____	_____
5.	HCO PL	27	Apr 69	Death Wish	_____	_____	_____
6.	HCO PL	27	Oct 69	Dev-T	_____	_____	_____
7.	HCO PL	4	Nov 69	Dev-T	_____	_____	_____
8.	HCO PL	24	June 70	Management Cycle	_____	_____	_____
9.	HCO PL	6	Oct 70	Ethics Penalties	_____	_____	_____
10.					_____	_____	_____
11.					_____	_____	_____
12.					_____	_____	_____
13.					_____	_____	_____
B.	<u>PROCEDURE</u>						
1.	HCO PL	28	Feb 57	Hats	_____	_____	_____
2.	HASI PL	14	May 57	Hat Turnover	_____	_____	_____
3.	HCO PL	24	June 57	New Post Hat Material	_____	_____	_____
4.	HCO PL	24	June 57	When a new post is created.....	_____	_____	_____
5.	Org PL	10	Jan 58	Inspection of Hat Folders	_____	_____	_____
6.	HCO B	27	Jan 58	Duties of Personnel Post	_____	_____	_____
6A.	HCO PL	13	Jan 59	HCO Area Sec Material	_____	_____	_____

7.	HCO PL	5 May 59	Policy on Sec EDs and Hats	_____	_____	_____
8.	HCO PL	15 Sept 59	Hats and Other Folders	_____	_____	_____
9.	HCO B	23 Sept 59	Carrying Out Instructions	_____	_____	_____
10.	HCO PL	9 June 61	Technical Hat Checking	_____	_____	_____
11.	HCO PL	11 Dec 61	Organization Rudiments	_____	_____	_____
12.	HCO PL	25 Apr 63	Duties of a Staff Member	_____	_____	_____
13.	HCO PL	18 June 63	Policy Checks	_____	_____	_____
14.	HCO PL	9 Sept 64	Putting New Personnel on the Job and Taking Over When People Quit or Are Transferred	_____	_____	_____
15.	HCO PL	31 Jan 65	Dev-T (only section entitled "Hats")	_____	_____	_____
16.	HCO PL	16 Apr 65	Drills Allowed (only section entitled "Hat Check Sheets")	_____	_____	_____
17.	HCO PL	7 Jan 66	Leaving Post Writing Your Hat	_____	_____	_____
18.	HCO PL	1 Jan 68	Hat Write-Ups and Folders, Inspection of Hat Folders	_____	_____	_____
19.	HCO PL	2 Jan 68	HCO Hat Section, Orders to Staff	_____	_____	_____
20.	HCO PL	16 Mar 68	Post Changes	_____	_____	_____
21.	HCO PL	4 Nov 69	Compliance vs. Discussion	_____	_____	_____
22.	HCO PL	17 Apr 70	Dept One (only section entitled "Hats")	_____	_____	_____
23.	HCO PL	14 May 70	Hat Checkout Sequence	_____	_____	_____
24.	HCO Adv Ltr	23 June 70	How to do Chinese School	_____	_____	_____
25.	HCO PL	27 Dec 70	Hat Program Pitfalls	_____	_____	_____
26.				_____	_____	_____
27.				_____	_____	_____
28.				_____	_____	_____
29.				_____	_____	_____
30.				_____	_____	_____

0. PERSONNEL SERIES

1.	HCO PL	29 Aug 70	No. 1 - Personnel Transfers Can Destroy an Org	_____	_____	_____
2.	HCO PL	29 Aug 70	No. 2 - Personnel Programming	_____	_____	_____
3.	HCO PL	29 Aug 70	No. 3 - Recruit in Excess	_____	_____	_____
4.	HCO PL	30 Aug 70	No. 4 - Recruiting Actions	_____	_____	_____

5.	LRH ED 121 INT 29 Aug 70	Staff Training Program No. 2	_____	_____	_____
6.	HCO PL 10 Sept 70	No. 5 - Transferitis	_____	_____	_____
7.	HCO PL 12 Sept 70	No. 6 - Training	_____	_____	_____
8.	HCO PL 13 Sept 70	No. 7 - Hats Vital Data	_____	_____	_____
9.	HCO PL 16 Sept 70	No. 8 - Ethics and Personnel	_____	_____	_____
10.	HCO PL 7 Oct 70	Correction to Personnel Series No. 8	_____	_____	_____
11.	HCO PL 22 Sept 70	No. 9 - An Urgent Important Starrate PL <u>HATS</u>	_____	_____	_____
12.	HCO PL 6 Oct 70 II	No. 10 - Moonlighting	_____	_____	_____
13.	HCO PL 9 Oct 70	No. 11 - The PR Personality	_____	_____	_____
14.	HCO PL 20 Nov 70	No. 12 - Organization Misunderstoods	_____	_____	_____
15.	HCO PL 6 Dec 70	No. 13 - Third Dynamic De-Abberation	_____	_____	_____
16.	HCO PL 14 Dec 70	No. 14 - Group Sanity	_____	_____	_____
17.			_____	_____	_____
18.			_____	_____	_____
19.			_____	_____	_____
20.			_____	_____	_____
21.			_____	_____	_____
22.			_____	_____	_____
23.			_____	_____	_____
24.			_____	_____	_____
25.			_____	_____	_____

D. SELECTED ORG SERIES

1.	HCO PL 14 Sept 70	Cope and Organize	_____	_____	_____
2.	HCO PL 26 Sept 70	Org Rd Cutatives	_____	_____	_____
3.	HCO PL 1 Oct 70	Hats and Counter Effort	_____	_____	_____
4.	HCO PL 8 Oct 70	Organizing and Product	_____	_____	_____
5.	HCO PL 28 Oct 70	Organizing and Hats	_____	_____	_____
6.	HCO PL 29 Oct 70	The Analysis of Organization by Product	_____	_____	_____
7.	HCO PL 13 Nov 70	Planning by Product	_____	_____	_____
8.	HCO PL 14 Nov 70	The Product as an Overt Act	_____	_____	_____
9.	HCO PL 25 Nov 70	Policy and Orders	_____	_____	_____
10.	HCO PL 1 Dec 70	Reality of Products	_____	_____	_____
11.			_____	_____	_____
12.			_____	_____	_____
13.			_____	_____	_____
14.			_____	_____	_____

E. ADDITIONAL

1.	HCO PL 12 Sept 70	Hats, LRI Comm Responsibility For	_____	_____	_____
2.	HCO PL 15 Sept 70	Exec Responsibility for Training Staff	_____	_____	_____
3.			_____	_____	_____
4.			_____	_____	_____
5.			_____	_____	_____

F. SELECTED DATA SERIES

1.	HCO PL 26 Apr 70	The Anatomy of Thought	_____	_____	_____
2.	HCO PL 11 May 70	Logic	_____	_____	_____
3.	HCO PL 19 Sept 70	Summary of Out-Points	_____	_____	_____
4.	HCO PL 26 Nov 70	More Out-Points	_____	_____	_____
5.	HCO PL 5 July 70	How to Find and Establish an Ideal Scene	_____	_____	_____
6.			_____	_____	_____
7.			_____	_____	_____
8.			_____	_____	_____
9.			_____	_____	_____

VI. DATA ON CHECKOUTS

1.	HCO PL 10 Mar 65	Words, Misunderstood Goofs	_____	_____	_____
2.	HCO PL 26 Aug 65	Twin Checkouts	_____	_____	_____
3.	HCO PL 11 Oct 67	Clay Table Training	_____	_____	_____
4.	HCO PL 22 Nov 67 (Revised and reissued 18 July 70.)	Out Tech	_____	_____	_____
5.	HCO PL 19 Jan 70	Study Data Definition of Words Error	_____	_____	_____
6.	HCO B 21 Sept 70	Study Definitions	_____	_____	_____
7.	HCO PL 24 Sept 64	Instruction Examination: Raising the Standard Of	_____	_____	_____
8.	HCO PL 4 Oct 64	Theory Checkout Data	_____	_____	_____
9.			_____	_____	_____

VII. HAT CHECKSHEET AND PACK

1.	HCO PL 30 Sept 70	Checksheet Format	_____	_____	_____
2.	HCO PL 29 Nov 70	Hat Packs Format	_____	_____	_____
3.	HCO PL 24 Sept 70	Issues - Types Of	_____	_____	_____
4.	HCO PL 27 Oct 70	How To Write a Checksheet	_____	_____	_____
5.	HCO PL 27 Oct 70	How To Make Up a Hat Checksheet	_____	_____	_____
6.	HCO PL 14 Sept 69	The Key Ingredients	_____	_____	_____

- 7. HCO B 30 Aug 65 Art _____
- 8. HCO PL 1 July 70 A Note on Checksheet _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

CORRECTION SECTION

(For cancelled or amended PLs or issues)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

PRACTICAL SECTION

A. CLAY DEMONSTRATIONS

- 1. Demonstrate the following terms in clay:
 - hat _____
 - sequence _____
 - checkout _____
 - pack _____
 - terminal _____
 - staff hat _____
 - tech hat _____
 - third dynamic tech _____
 - post _____
 - product _____
 - beingness _____
 - doingness _____

Chinese School
personnel

- 2. Demonstrate in clay the full content of a post hat (what a hat must contain per HCO PL 23 Sept 70, HATS).
- 3. Demonstrate in clay proper hat checkout sequence (per HCO PL 14 May 70, "Hat Checkout Sequence").
- 4. Demonstrate in clay proper checksheet format (per HCO PL 30 Sept 70, "Checksheet Format").
- 5. Taking the very fundamental statement of your job in HCO PL 17 Apr 70, "Vital Department One" section entitled "Hats" do the following (per HCO PL 31 Jan 65, "Dev-T" section entitled "Hats"):
 - a. Work out the org in relation to the field and public in clay.
 - b. Work out your job in clay in relation to the rest of the org.
 - c. Work out your job in clay in relation to your job and yourself.
- 6. Demonstrate fully in clay how you as Hats Officer are a stable terminal (see illustration No. 1 of HCO PL 4 Nov 69, "Dev-T Graphed").
- 7.
- 8.
- 9.
- 10.

B. ESSAYS

(Turn into senior or STO for checkout.)

- 1. Write a short essay on how you can contribute as a Hats Officer towards the Product of Dept One, which is: "Effective Personnel, Posted and Hatted".
- 2. Write up the ideal scene of your post and include its stat.
- 3. Write up the general ideal scene for your Division.

C. POST APPLICATION

(Checked out by senior or STO.)

- 1. Conduct an actual correct hat checkout on a staff member. _____
- 2. Show in practice actual hat admin of a Hats Officer. _____
- 3. Complete your own hat fully per HCO PL 22 Sept 70, HATS section entitled "Hats Content". _____

I ATTEST I HAVE COMPLETED THIS CHECKSHEET AND CAN CARRY OUT THE STANDARD DUTIES OF A HATS OFFICER.

Attestation

Examiner Signature _____ Any Exam Grade _____

Signature by Certs and Awards as completed _____

CPO David Ziff
SO Preps Chief
Flag Preparation Branch

for

L. RON HUBBARD
FOUNDER

LRH:DZ:nt
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