

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 10 FEBRUARY 1971

ISSUE III

Remimeo  
C/O Hat  
HAS Hat  
Dept 1 Hats  
Dept 3 Hats  
HCO Chshts  
E/O Hat

Personnel Series No.18

ADDS TO PERSONNEL SERIES NO.8,  
16 Sept 1970  
ETHICS AND PERSONNEL  
(Applies to E/Os)

An I&R Form I (HCO PL 6 October 1970 "Inspection of Low Stats") must be done by Inspections and Reports on the Dept or Div or activity that is demanding personnel, at the request of Personnel, Dept 1.

When the I&R Form I is done by the Inspector, (be it the Ethics Officer or another) the additional questions on Personnel Series No.8, A-H, are covered by the Ethics Officer who personally gets the answers to them.

His answers are added to the I&R Form I, together with any Ethics actions proposed.

In this case the routing of the I&R Form I is Inspector to E/O to Personnel.

Personnel adds his recommendations regarding either (a) to expedite needful personnel or (b) to demand utilization of existing personnel.

The I&R Form I, with the E/O's added report and Personnel's added recommendations then follows the routing as laid down on the Form, and the standard procedure for the form is carried out.

WITHOUT THE AUTHORISATION OF THE EXEC DIR OR HCO ES FOR THE ACTIONS RECOMMENDED ON THE I&R FORM I NO TRANSFER OR ASSIGNMENT MAY TAKE PLACE AT ALL. THE EXEC DIR OR HCO ES MAY ORIGINATE ORDERS ON THE PERSONNEL REQUEST BUT SUCH ORDERS MUST BE BASED ON THE COMPLETED I&R FORM I WITH E/O REPORT AND PERSONNEL RECOMMENDATION TO HAND AND THESE DOCUMENTS MUST ACCOMPANY SUCH ORIGINATED ORDERS BEFORE THE HCO AREA SEC IS EMPOWERED TO ISSUE AND ENFORCE THEM.

No more than 24 hours should be allowed from the receipt in Dept 3 of Personnel's request for I&R Form I to the receipt of the completed action by HCO Area Sec.

LRH Pers Comm  
for  
L. RON HUBBARD  
FOUNDER

LRH:KU:sb  
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