

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 21 FEBRUARY 1971  
Tech Sec  
D of T  
Supervisor Hat  
Student Hat  
Qual Sec Hat  
Cramming Hat

SUPERVISOR CHECKOUTS

The only checkouts done by a Course Supervisor are those done on the PLs, HCOBs and tapes to do with the procedure and technology of checkouts.

The Course Supervisor sees that his students are adequately hatted as students before they start study. The most important part of the student's hat is of course how to do checkouts on his twin.

He must be very competent in this skill, for on it depends a lot of the future of Scientology. An incompetent checkout can stall an auditor's progress and bring about flubs in his auditing.

The Course Supervisor ensures his students are capable of very competent checkouts. He assigns twins for study. He checks the quality of their checkouts.

If it is excellent, he lets them get on with it. If it requires correction, he checks them out on the Checkout material that will correct the faults he finds.

These Checkout materials are the only ones he checks students out on personally.

The Course Supervisor must observe for violations of checkout materials. His use of two-way comm with his students will bring such outnesses to view, whatever else it reveals and handles.

The Supervisor walks around his class all the time. He checks where students are on the checksheet. He gives spot checks on the materials studied to date. Anything a student flunks on is also checked out on his twin. Pink sheets are given on flunked materials. Failures on checkout tech are pink sheeted.

The remedy for improper checkouts by students is further study of checkout materials, not in the Supervisor taking over checkouts of all course materials himself.

The Course Supervisor does all that is necessary to ensure that checkouts are competent, effective and strictly in accordance with HCO PLs, HCOBs and tapes on the subject.

Where a student is found after completion of a course to be defective in his application of his materials, the Qual actions would be to retrain the Supervisor in the authorized checkout materials, in addition to any action taken on the Auditor.

By the High Crime policies of 1966, the Course Supervisor must starrate all materials pertaining to his post and level of course before he can take the post.

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from notes by  
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