

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo  
LRH Comm Hat

HCO POLICY LETTER OF 27 FEBRUARY 1971R  
ISSUE II  
REVISED 22 MARCH 1978

(Make one out  
for each WHO  
found)

(See HCO PL 27 Feb 71R,  
Issue I )

(Paper clip all  
related reports  
to back of this  
form)

(Revisions in Script)

LRH COMM

CORRECTION FORM

To: LRH Comm File

cc: \_\_\_\_\_

cc: Data Files Flag

( Cont / Org / Month )

cc: Network Data Files IHQ

WHO \_\_\_\_\_

\_\_\_\_\_ LRH Comm Log Number

\_\_\_\_\_ Date of 1st Non-Compliance noted

INVESTIGATION:

Disclosed name above \_\_\_\_\_ not  
wearing his hat.

1st Action - Nudged. Copy of this P/L sent the person  
with original order attached.  
\_\_\_\_\_ date.

2nd Action - Non-compliance chit stating the order sent  
the person accompanied by a cram on the issues being  
non-complied with or alter-ised.  
\_\_\_\_\_ date.

3rd Action - Full debug and handling by the LRH Comm of WHY the person isn't wearing his hat regarding this order. Should include such actions as LRH Comm Debug Assessment, LRH Comm Briefing Form, Product Clearing, Post Purpose Clearing, Method 6 or other Word Clearing. All in liaison with the SSO. LRH Comm has SSO review person's TIP, revise as needed AND debug the person's progress on it.

\_\_\_\_\_ date handling started with copy of original order to person marked 3rd Action.

\_\_\_\_\_ date handling completed.

\_\_\_\_\_ date SSO compliance received.

4th Action - Retread of materials missed on hatting or, if no hatting done yet, TM to complete the relevant section of his hat pertaining to the area of non-compliance with SSO OK.

\_\_\_\_\_ date ordered with copy of original order to person marked 5th Action.

\_\_\_\_\_ date SSO compliance received.

5th Action - Ethics Condition for not fully wearing his or her hat with copy of original order to person marked 5th Action.

\_\_\_\_\_ date ordered.

6th Action - Court of Ethics for continued failure to wear his hat despite attempted correction.

\_\_\_\_\_ date. With copy of original order to person marked 6th Action.

7th Action - Suspension from post for full Ethics handling and Qual cleanup.

\_\_\_\_\_ date with copy of original order to person marked 7th Action.

8th Action - Comm Ev to consider disqualification for staff, removal or demotion.

\_\_\_\_\_ date with copy of original order to person marked 8th Action.

The 8th Action is final so far as the order is concerned on that person.

The same order is issued to any new incumbent on that post and is re-entered in the log referring to its earlier non-compliance and number.

This form is retained in LRH Comm Files as part of the LRH Comm log system.