

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 FEBRUARY 1971

Issue III

Remimeo
HCO Area Sec Hat
Dir RAP Hat
Reception and Routing Officer Hat

RECEPTION AND ROUTING SECTION

CHECKSHEET

NAME _____ ORG _____

POST _____

Date Begun _____ Date Completed _____

Div I

Dept I

Reception and Routing Section

Certificate: Reception and Routing Officer Hat

PURPOSE: To hat the Reception and Routing Officer (hat is defined as the "beingness and doingness that attains a product")

PROCEDURE: Twice through; first time zero-rate, second time *-rate.

INFORMATION: This checksheet closely follows the FEBC Org Board Division I posted in FEBC orgs.

PREREQUISITE: Checkout mini-course.

POST ORIENTATION

- | | | | | | |
|----|---|---|-------|-------|-------|
| 1. | HCO PL 7 Feb 70 | HCO Makes the Org | _____ | _____ | _____ |
| 2. | HCO PL 12 Nov 68 | The Main Weakness | _____ | _____ | _____ |
| 3. | HCO PL 17 Apr 70 | Vital Department One | _____ | _____ | _____ |
| 4. | HCO PL 20 Nov 65 | The Promotional Actions of an Org (*-rate Dept 1 only. Rest zero-rate). | _____ | _____ | _____ |
| 5. | HCO PL 7 Feb 65
(Reissued 15 Jun 70) | Keeping Scientology Working | _____ | _____ | _____ |
| 6. | HCO PL 21 Nov 68 | Senior Policy | _____ | _____ | _____ |
| 7. | HCO PL 22 Sept 67 | New Post Formula - The Conditions Formulas | _____ | _____ | _____ |

- 8. HCO PL 7 Feb 70 Danger Condition - 2nd Formula _____
- 9. _____
- 10. _____

RECEPTION AND ROUTING (*-rate section done once on the 1st time through)

- 11. Study the section's org board on your org's org bd _____
- 12. Write down rapidly from memory the section's org board _____
- 13. Demonstrate in clay the definition of reception _____
- 14. Demonstrate in clay the definition of routing _____

RECEPTION UNIT

- 15. HCO PL 17 Mar 58 Body Routing in Central Organization _____
- 16. HCO PL 7 Nov 65 Reception Log-In-One-Org List _____
- 17. HCO PL 10 Jul 65 Lines and Terminals _____
- 18. HCO PL 22 Sept 67 Routing Form Attestations _____
- 19. HCO PL 25 Jul 66 Allocation of Quarters _____
- 20. HCO PL 16 Feb 66 Invoice Routing _____
- 21. HCO PL 13 Oct 66 Invoice Routing (SH only) _____
- 22. HCO PL 21 Sept 58 Theory of Scientology Organizations _____
- 23. HCO PL 10 Aug 59 Reception _____
- 24. HCO PL 31 Oct 63 Reception Mat _____
- 25. Book-Problems of Work Chapter 2 Handling the Confusions of the Work-a-day World _____
- 26. HCO PL 16 Apr 65 Handling the Public Individual _____
- 27. Routing Sheet on the backpage of Auditor 10 (an updated version has been issued. This chart lists all the main public lines into the Organization) _____
- 28. Practical TR 6 (Upper Indoc TRs-HCO B 7 May 68) _____
- 29. HCO PL 24 Aug 65 Improve Our Image _____

30.	HCO PL 12 Nov 69	Appearance and PRO	_____	_____	_____
31.	HCO PL 5 Apr 65	Scientology Makes a Safe Environment	_____	_____	_____
32.	HCO PL 7 May 69	Policies on "Sources of Trouble"	_____	_____	_____
33.	HCO PL 12 June 69	Dianetic Registration	_____	_____	_____
34.	HCO PL 12 Feb 69	Religion	_____	_____	_____
35.			_____	_____	_____
36.			_____	_____	_____
37.			_____	_____	_____
38.			_____	_____	_____

ROUTING FORM UNIT

39.	HCO PL 17 Mar 58	Body Routing in Central Organizations	_____	_____	_____
40.	HCO PL 10 Jul 65	Lines and Terminals	_____	_____	_____
41.	HCO PL 25 Jul 66	Allocation of Quarters	_____	_____	_____
42.	HCO PL 22 Sept 67	Routing Form Attestations	_____	_____	_____
43.	HCO PL 13 Sept 70	Basic Organization	_____	_____	_____
44.	HCO PL 16 Feb 71	Lines and Terminals	_____	_____	_____
45.	HCO PL 1 Aug 66	Sign Ups and Discounts	_____	_____	_____
46.			_____	_____	_____
47.			_____	_____	_____
48.			_____	_____	_____

ROUTING CORRECTION AND INSPECTION UNIT

(includes all foregoing parts of the checksheet which don't have to be checked out again if already done)

49.	HCO PL 3 Nov 70	Public Lines Testing Dummy Run Drill	_____	_____	_____
50.	HCO PL 19 Sept 70	Summary of Out-Points	_____	_____	_____
51.	HCO PL 26 Nov 70	More Outpoints	_____	_____	_____
52.	HCO PL 30 June 70	The Situation	_____	_____	_____
53.	HCO PL 29 Oct 70	The Analysis of Organization By Product	_____	_____	_____
54.	HCO PL 20 Nov 70	Organization Misunder- stands	_____	_____	_____
55.	HCO PL 6 Dec 70	Third Dynamic De-Aberration	_____	_____	_____
56.			_____	_____	_____

57. _____

FURTHER APPLICATIONS

58. Demonstrate in clay how the Reception and Routing Section contributes to the product of Dept 1 which is "Effective personnel, post and hatted". (Done once on the second time through) _____

59. Complete A. to I. of your hat per HCO PL 4 Feb 71 "Checklist How to Complete Your Full Hat Content A. to I. " (Completed on 2nd time through) _____

ANY ADDITIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

CORRECTION SECTION (for amended or cancelled issues)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

I ATTEST I HAVE COMPLETED THIS CHECKSHEET AND KNOW AND CAN APPLY THESE MATERIALS ON MY POST:

Examiner: _____ Any Exam Grade: _____

C & A: _____

CPO David Ziff
Personnel Hatting Chief Flag
for
L. RON HUBBARD
FOUNDER