

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Requiesce HCO POLICY LETTER OF 12 MARCH 1971
Org Officers
HCO Dept 1
Qual Org
Correction Hats
A Key P/L
of the HAS

PUTTING AN HCO THERE

How to Establish a Division

The first step in establishing anything is valuable production and income. Without these one is not likely to be able to expand anything even if he starts it. A parasitic activity is of no use to anyone. Units make their own way.

So given production of valuable products gotten as best one can, the next step is the establishment of divisions.

This is best done by establishing HCO, Div 1. Without an HCO you have no hats, comm, stats to name a few of the vital products needed to form a whole org and keep it expanding.

HCO's are headed by the HCO Area Secretary.

HCO is expected to establish the org.

So we come to the question of how can you use something to establish other divisions unless it itself is established?

A procedure that doesn't win is for HCO to try to operate before it itself is established. You might as well try to run a broken engine and then wonder why it can't do anything.

HCO is peculiarly subject to being hit. Demands for personnel, for comm, for Ethics actions, for stats.

If the people in HCO especially are ignorant of their posts and products NO ORG WILL FORM and if it partially does it will be a very scrambled affair. And it will be carried wholly on the backs of seniors and therefore is not likely to expand.

An HAS should have at least an Org Exec Course.

HCO personnel should none of them have less than Staff Status II as well as their specialty post hats and data.

Anyone connected with Personnel should have done the Personnel Series and be familiar with the Hubbard Chart of Human Evaluation (see Science of Survival or even Self Analysis.)

Anyone on Ethics or Inspection post must have done an Investigation Checksheet and the Ethics Checksheet.

Anyone in HCO should have done the Students Mini Hat so they know how to check people out.

There is a lot of policy relating to HCO and its hats. The above is a bare minimum just to survive at all.

Any division is established using these steps. HCO is expected to instigate it.

The steps one takes to establish an HCO or a division are then:

1. Get some production of final products no matter how to ensure the value of the division.
2. Get some people without unmocking working units elsewhere.
3. Post the Org Bd. (see HCO P/L 9 Mar 71 Issue II)
4. Get the divisional people on SS I part time study and follow rapidly with SS II. Keep them at it, don't wait for completion.
5. Instant Hat each person on post so he has an idea what he is doing.
6. Do all the Posting steps of HCO P/L 9 Mar 71 Issue II.
7. Provide, write up and issue the hats of the posts to those holding those posts (it can go several hats to a person in a small HCO). These can be Mini Hats, to be followed later by full hats.
8. Rapidly check out the Mini Hats.
9. Get the personnel producing each one the products of his posts.
10. Provide full hats and packs.
11. As fast as the part time study of SS I & SS II is complete, get them onto their full hats in the same part time study period.
12. Push for volume of production.
13. As training on part time and experience advances, push for quality of production and become very exact about the product of each section.
14. Redo the posting steps of HCO P/L 9 Mar 71 Issue II.
15. Dummy run the lines and try to fault the flows and hats of the division and order to Cramming all who stumble to get their hat misunderstands handled.

16. When SS I, SS II and the full hat have been done in part time study, persuade the completion of an OEC on the better students so that you begin to develop executive personnel.

Thoroughness

The Thoroughness with which this is done and MAKING SURE IT IS ALL DONE IN THAT ORDER ON ANY NEW PERSONNEL, will give you a division that will stay established.

Unhatted people go bad. That is a continual observation.

Poorly established departments and divisions give continual trouble and tend to unmock.

Therefore the thoroughness of the establishment steps on every division is your only guarantee of a continually viable org.

Often in the new Product-Org System, the Division has an Org Officer that does all this.

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FOUNDER

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