

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 MARCH 1971

Remimeo  
All Students  
All Staff  
Supervisor Hats  
Cramming Hats  
STO Hats  
Hatting Hats

ON GIVING CHECKOUTS

Before any person may give another a starrate checkout on a policy, bulletin or tape or any materials, he must himself have read or listened to the material. This will make it possible to consult the understanding and ability to apply the material of the person being checked out.

It is optimum if the person giving the checkout has been starrated on the materials. But often this is not possible as in two twins just beginning a course. In this instance both twins read, study or coach and checkout the material according to the theory of twin checkouts.

This in no way alters High Crime policy, OK to Audit Chits, OK to Supervise chits, or any rules of study or training. Supervisors and Auditors still get checked out in Qual. In this case for instance it would be usual for the Qual Sec to start the chain off by reading the material of the new policy or HCO B and starrating the Cramming Officer or Staff College Officer who then would starrate Supervisors and Auditors. Hatting Officers and Staff Training Officers are expected to have read the material before they can starrate others.

The unvarying rule is: THE MINIMUM REQUIREMENT FOR GIVING A STARRATE CHECKOUT IS HAVING READ OR LISTENED TO THE MATERIAL ON WHICH ONE IS CHECKING OUT ANOTHER.

This policy is not intended to stop twin checkouts. On the contrary, it should make checkouts faster and more effective.

Tr & Serv Aide  
and  
Flag Dir of Training  
for  
L. RON HUBBARD  
FOUNDER

LRH:JH:JR:mes  
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