

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 MAY 1971

Remimeo
All HCO Hats

HCO TEAM CHECKSHEET

NAME _____ ORG _____

POST _____

Date Begun _____ Date Completed _____

CERTIFICATE: HCO Team Member Cert

INFORMATION: This is the HCO Team Checksheet. It contains the basic duties, responsibilities and products of HCO; in other words, the basic hat of an HCO member as an HCO member. HCO is an elite group within an organization, and this checksheet shows why and how.

PURPOSE: To hat each HCO personnel as an HCO team member. (Hat is defined as the "beingness and doingness that obtains a product".)

PROCEDURE: Once through star-rate. This checksheet is done immediately after the personnel has been mini-hatted.

CHECKSHEET

1. HCO PL 7 Feb 71 FEBC Org Bd Division One
(O-rate. Make sure all
words and functions are
understood) _____
2. Write down rapidly from memory all the sections
of each Dept of HCO. _____
3. HCO PL 7 Feb 70 HCO Makes the Org _____
4. HCO PL 9 Mar 71 Posting an Org Board _____
5. HCO PL 12 Mar 71 Putting an HCO There _____
6. FDD 1 DIV I Summary of Divisional
28.3.71 Functions for HCO - Div I _____
7. Demonstrate with your demo kit how your post
contributes to the VFP of HCO DIV I. _____
8. Find and list 5 examples in the org of the
product of Dept 1. _____
9. Find and list 5 examples in the org of the
product of Dept 2. _____

- 10. Find and list 5 examples in the org of the product of Dept 3. _____
- 11. HCO PL 4 Oct 56 The Handling of Hubbard
 (reissued 16 Sept Communication Offices
 70) _____
- 12. HCO PL 9 Jan 61 Duties of HCO _____
- 13. HCO PL 14 Feb 61 The Pattern of a Central
 Organization HCO Area
 Office _____
- 14. HCO PL 18 Dec 61 Standing Orders _____
- 15. HCO PL 10 Jan 62 HCO Standing Order No. 5
 Students _____
- 16. HCO PL 4 Mar 65 Technical and Policy
 Distribution _____
- 17. HCO PL 17 Mar 65 Rights of a Staff Member,
 Students and Preclear to
 Ethics _____
- 18. HCO PL 2 Apr 65 Urgent False Reports _____
- 19. HCO PL 20 Nov 65 The Promotional Actions
 of an Org _____
- 20. HCO PL 17 Apr 70 Vital Department One _____
- 21. HCO PL 24 Feb 66 Dir Comm's Functions _____
- 22. HCO PL 7 Feb 69 Ethics, Design Of _____

ANY ADDITIONS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Correction Section (For amended or cancelled issues)

- 1.
- 2.
- 3.

I ATTEST I HAVE COMPLETED THIS CHECKSHEET AND CAN APPLY THESE MATERIALS AS AN HCO TEAM MEMBER: _____

Examiner: _____

C & A: _____

LRH:DZ:act
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CPO David Ziff
Personnel Hatting Officer Flag
for
L. RON HUBBARD
FOUNDER