

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 2 AUGUST 1971

Remimeo  
Scn Orgs  
SO Orgs  
CLOs  
FLAG

STUDY TIME

A staff member is entitled to 2 1/2 hours study or auditing time per day.

Executives are responsible for so scheduling work that this time becomes available to their staff but it must be additional to eight hours of post work.

All activities including Flag CLOs or ships must have a Crew or Staff Course Supervisor who observes "What Is a Course?" P/L including suitable scheduling that does not interfere with work and makes Supervision available to all crew or staff. Roll call, materials, stats etc must be part of this course.

Where a Foundation and Day Org exist together the staff may study in the other org so long as that org does have a Supervisor.

The Supervisor must at least have been hatted by the Mini Course Supervisor Hat and must know the Word Clearing Series of HCO Bs.

A typical solution would be three to four crew or staff course periods a day, each of 2 1/2 hours, morning, afternoon and evening with the crew or staff member enrolled and assigned to a specific course period and roll called for that period.

A crew or staff member must have gone through lines, be invoiced and enrolled, must have had his student hat put on and must in all respects be a student for that period to which he is assigned.

An Exec which restrains such attendance is driving himself into cope by failing to take a routine organize action.

QUAL

Any crew or staff member must have been programmed ONTO not off of his current post.

The question is what is he lacking to qualify for the post he is on? Staff Member Hat? SS I? SS II? AB and Sea Watch Picture Book? Post hat with checksheet and pack? Divisional hat? Officer's Checksheet? Exec Cramming Course? Tech Courses? OEC? What has he missed to fully qualify for the post he is now on?

When he's done all this up to the post he is on or the post in case of a recruit he will be on he has arrived at "A" and only now could he think of going to "B" (see Supreme Test of a Thetan HCO B).

When this study is done, tech courses can be considered. But Tech courses are in the same classroom under the same Super.

Qual does FULL Word Clearing rundowns in the same Department as programming.

### INCOMPLETES

You will find numerous incomplete courses amongst staff and crew. These became incomplete because of a misunderstood word or earlier misunderstood subject.

An Exec who is a failed student also has misunderstood words.

So failure to sign up or attend are the business of the Course Super or the same Dept in Qual. It comes down to a misunderstood word.

### STRAIGHT ORG

The only way an org will come out straight is by forbidding musical chairs and getting in such a program as this.

### AUDITOR HATS

Auditors have hats as well as Tech. Lack of knowing their staff hats and auditor hats is a reason for losses. Student and staff hat comes before tech.

### AUDITING TECH

When an org expands it must observe its 2 to 1 Admin Tech ratio.

Admin people can qualify as auditors part time.

Deserving staff members when properly replaced can go on full time training. Only when a crew or staff member has been a good attending upstat student on part time with good post stats should he go on full time training.

### OTHER TECH

Posts often have other tech such as engines or cars or machine operation.

When possible this is studied part time in the usual way. Crew and staff members may also be sent to special outside schools for brief training periods.

### SUMMARY

When Qual does not do such programming, when the org has no on policy part time crew-staff course supervisor then it unstabilizes its people by leaving them untrained and will be upset by any effort to expand.

HCO Expeditors just hired will be a hindrance unless they are rapidly put through basic training on part time study, rigidly adhered to and well organized.

People already on post in orgs are seldom programmed and trained, at this writing, to the post they are on.

Execs often mistakenly do not cooperate in such part time training.

Such courses do not consider a non-attendea a blown student but should.

By following this P/L expansion can occur and staff members can hold their posts much more easily.

This is a very rewarding program. It must be followed.

L. RON HUBBARD  
FOUNDER

LRH: sb  
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