

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 AUGUST 1971

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OIC WW
CLOs
HAS Hat
OIC Hat

ISSUE III

HATTING POINTS GDS CHANGE

(Amends HCO Pol Ltr 5 February 1971, Org
Gross Divisional Statistics)

The Hatting Points GDS is corrected as follows:

1. Total number of points for all staff passing Instant Hat, Mini Hat, and full hat. Plus those student points made, on hats, in the Hatting College.

DEFINITIONS

INSTANT HAT: 1 point. Instant Hat is defined as: Putting a person on post; showing him his post and division position on the org board; giving him his post title; his stat; duties; and seeing to the instant performance of those duties.

This whole cycle should take only a few minutes. But the cycle should leave the staff member capable of performing those main duties of the post. (NOTE: A staff member may not be left for a long period of time, on post, without taking the next hatting action listed here.)

MINI HAT: 10 points. Mini Hat is defined as: Those few policies (listed on a checksheet and attested to the examiner when completed) checked out and known, that make the post of the new staff member "do-able" on a broader scale, than Instant Hat with less supervision. A complete Mini Hat checksheet is done in 30 minutes total.

FULL POST HAT: 50 points. A full hat is defined in HCO PL 22 September 1970, "HATS" as: "The write ups, checksheets and packs that outline the purposes, know-how and duties of a post. It exists in folders and packs and is trained in on the person on the post. IRH" Contents of this hat are (A) to (I) as indicated on this Policy Letter.

STAFF HAT: 50 points. Contents of Volume 0 of the OEC Books starrated by the staff member.

DIVISIONAL PACK: 25 points. All relevant policies of the Division of the staff member. All items starrated.

For Auditors and Tech Personnel:

TECH HAT: 25 points. All Tech Hat materials starrated.

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A staff member to be fully on post must have completed an Instant Hat, Mini Hat, Post Hat, a Divisional Pack and in the case of Auditors and Tech personnel, a Tech Hat.

This Policy is written to further clarify the Hatting Points, not only for HCO but for Division VI as well, on Hatted Scientologists.

T/HAS FAO

for

L. RON HUBBARD
FOUNDER

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