

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY LETTER OF 9 AUGUST 1971  
ISSUE II

Remimeo  
HAS Hat  
Dir Personnel  
Hat  
PCO Hat  
Dir I&R Hat  
LRH Comm Hat

REVISED  
(8 Jan 72)

OPERATION STAFF STABILITY AND  
PERSONAL SECURITY

PERSONNEL TRANSFERS, DEMOTIONS  
OR DISMISSALS  
ROUTING FORM

Applies to all Scn Orgs and Groups, all  
SO CLOs, Orgs, Units and activities.

*(Revised to eliminate routings to CLOs or Flag.)*

This form is originated by Org or Unit PCO for every proposed personnel transfer, demotion or dismissal, is routed to terminals shown on the form for completion and when fully complete and so attested by the HAS or 3rd Mate and not off-policy is filed in the transferred person's Personnel Folder, as the transfer is completed.

- A. Org or Unit PCO (name) \_\_\_\_\_ (date) \_\_\_\_\_  
(org) \_\_\_\_\_
1. Persons full name: \_\_\_\_\_  
\_\_\_\_\_
  2. Current post: \_\_\_\_\_
  3. Temporary, prov or permanent posting: \_\_\_\_\_
  4. Length of time on post: \_\_\_\_\_
  5. Current staff status & other admin training: \_\_\_\_\_
  6. Current tech training level: \_\_\_\_\_
  7. Current case level: \_\_\_\_\_
  8. Post proposed for: \_\_\_\_\_
  9. Whether transfer, demotion or dismissal: \_\_\_\_\_
  10. What status proposed - I/T, Apprentice, Acting, etc. \_\_\_\_\_  
\_\_\_\_\_

11. Full reason why proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Who proposed by: \_\_\_\_\_  
(state name & post)

12A. A fully trained fully apprenticed relief has been  
apprenticing post for \_\_\_\_\_ (time).

13. Copy of staff application form properly filled out and  
attached \_\_\_\_\_ (signed).

14. Copy of Service Record fully in PT and attached \_\_\_\_\_  
\_\_\_\_\_ (signed).

15. Copy of Staff Requirements form fully in PT and  
attached \_\_\_\_\_ (signed).

16. Copy of any former Org Service Records in PT and  
attached \_\_\_\_\_ (signed).

17. Reasons why left last Org, if applicable \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (signed)

18. Copies of initial test scores and OCA graph when first  
joined staff and current test scores and OCA graph  
attached (current ones must not be less than one month  
old) \_\_\_\_\_ (signed).

19. Copies of all former Flag or other EDE or Flag Personnel  
Orders authorizing earlier transfer, demotions or  
dismissals attached \_\_\_\_\_ (signed).

20. Copy of Org or Unit personnel allocation list, showing  
posts that need filling per HCO PL 19 March 1971  
Personnel Prediction and HCO PL 19 July 1971 HAS  
Apprenticing Actions. \_\_\_\_\_ (signed).

21. Attested as complete and correct \_\_\_\_\_  
Org PCO

B. HATING OFFICER:

1. Post hat for person being proposed for transfer/demotion/  
dismissal fully in PT & checksheet, per HCO PL 22 Sept  
70 - Hats.

- a) contains purpose of post \_\_\_\_\_
- b) contains relative position on Org Board \_\_\_\_\_

- c) contains post write-up \_\_\_\_\_
  - d) contains full checksheet for post \_\_\_\_\_
  - e) full pack of the written materials, tapes, books, manuals of equipment \_\_\_\_\_
  - f) copy of Org Bd or the portion \_\_\_\_\_
  - g) flow chart \_\_\_\_\_
  - h) product of post \_\_\_\_\_
  - i) stats of post, Section, Dept or Div post belongs to \_\_\_\_\_
2. Staff member had:
- a) post purposes cleared yes \_\_\_\_\_ no \_\_\_\_\_
  - b) been instant hatted on current post  
yes \_\_\_\_\_ no \_\_\_\_\_
3. Staff member had studied and passed hat check on
- a) post mini-hat yes \_\_\_\_\_ no \_\_\_\_\_
  - b) post full-hat yes \_\_\_\_\_ no \_\_\_\_\_
4. If any "Nos" in 2 & 3 above, explain WHY fully: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Staff member has regularly studied hat without long absences or having to be forced to hat study:  
yes \_\_\_\_\_ no \_\_\_\_\_
6. Attested complete and correct \_\_\_\_\_  
Signed
- C. DIR I&R:
- 1. Copy of I&R Form I done on post or area (if I/C or higher exec) within last 2 weeks with WHY found - particularly for demotion or dismissal \_\_\_\_\_ (signed)
  - 2. Xerox copies staff members post statistics for last 3 months attached \_\_\_\_\_ (signed)
  - 3. Copies of any earlier I&R Form I's done on the post or area attached \_\_\_\_\_ (signed)

Why these were done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (signed)

Actions taken by staff member's senior or Exec: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Staff member has had \_\_\_\_\_ LRH Comm CR Actions since \_\_\_\_\_. He is currently on the \_\_\_\_\_ Action of a CR Form. \_\_\_\_\_ CR Actions have been cancelled by reason of up stats. Date of LRH Comm Rpt on above: \_\_\_\_\_

5. Brief report on state of orders to staff member, Project, Program compliances attached \_\_\_\_\_ (signed)

6. Attested complete and correct \_\_\_\_\_  
Dir I&R

D. ETHICS OFFICER/MAA:

1. Concise summary attached of person's ethics record while in the Org \_\_\_\_\_ (signed)

2. Any E/Os or Conditions Orders (in the SO) assigning conditions below Non-Existence, Courts, Ethics Hearings, Boards of Investigation, or Committees of Evidence & Findings of all attached \_\_\_\_\_ (signed)

3. Current E-Meter check with TA position and needle action, and staff member indicators attached \_\_\_\_\_ (signed)

4. Any SP tendencies noted or proven, attached \_\_\_\_\_ (signed)

5. Current Ethics clearance attached \_\_\_\_\_  
If cannot be given, state why exactly \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Attested complete and correct \_\_\_\_\_  
E/O - MAA

E. DIR RAM:

1. Any material losses or damage to post or area listed, and attached, with report whether made good where necessary \_\_\_\_\_
2. Attested complete and correct Dir RAM

F. DIR TRAINING:

1. Record of training progress while on staff on admin and tech courses attached \_\_\_\_\_
2. Whether slow \_\_\_\_\_ medium \_\_\_\_\_ fast \_\_\_\_\_ student.
3. Courses completed while on staff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Courses incomplete since on staff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Studies willingly and without having to be forced \_\_\_\_\_
6. Has had word-clearing \_\_\_\_\_ Management Power Rundown \_\_\_\_\_ since on staff.
7. Attested correct and complete D of T

G. C/S:

1. Report of case progress since on staff attached \_\_\_\_\_ (signed)

This MUST include the following:-

- a) Case gain \_\_\_\_\_
- b) High/low TA chronic & unhandled in PT \_\_\_\_\_
- c) Chronic or sporadic or no illness & whether handled \_\_\_\_\_
- d) Has EVER Rock-slammed. This must be determined by THOROUGH search of ALL Tech folders \_\_\_\_\_

2. Grades and other completions: \_\_\_\_\_  
\_\_\_\_\_ (signed)

3. HCOB 17 June 1971 Drug Handling fully and successfully  
completed to exact E/P \_\_\_\_\_ (signed)

4. C/S attestation complete and correct \_\_\_\_\_  
C/S

H. QUAL SEC:

1. Copy of person's post program attached \_\_\_\_\_  
2. Report on what points Done \_\_\_\_\_  
3. Fitness of person attested to \_\_\_\_\_  
If cannot be attested to state WHY fully \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Quali Sec attestation complete and correct \_\_\_\_\_  
Qual Sec

I. HAS:

1. Post not backlogged or out of PT on thorough inspection,  
\_\_\_\_\_ (signed)

2. Current up-to-date staff or crew list of the org or  
activity attached, showing:-

- a) all staff/crew postings and assignments \_\_\_\_\_
- b) whether temporary, provisional, permanent, acting  
or deputy status \_\_\_\_\_
- c) these previously assigned by Flag HCO Bureau \_\_\_\_\_
- d) all I/Ts, apprentices shown \_\_\_\_\_
- e) all full-time admin or tech trainees shown \_\_\_\_\_
- f) all case levels shown \_\_\_\_\_
- g) in the SO, rank or rating shown \_\_\_\_\_

3. Full CSW attached for person proposed to take over the  
post - as per this checklist \_\_\_\_\_ (signed)

4. Checks both CSWs for full completion and correctness and  
a) returns to PCO if incomplete or incorrect \_\_\_\_\_  
(signed)

- b) endorses if in order and not off-policy and routes to A/HCO Aide CLO \_\_\_\_\_ (signed)
5. HAS attestation complete and correct \_\_\_\_\_  
HAS
6. *Personnel change noted so that Flag Bu One will be advised in due course.* \_\_\_\_\_

HCO Aide

for

L. RON HUBBARD  
FOUNDER