

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 9 AUGUST 1971  
C/O - ED Hat Issue IV  
HAS Hat  
Dept I Hats  
Dept 3 Hats  
Qual Sec Hat  
Dept 13 Hats  
Dir Org Correction Hat  
LRH Comm Hat  
Missionaire Checksheets

URGENT

HIGH CRIME P/L

OPERATION STAFF STABILITY AND PERSONAL SECURITY

PERSONNEL

PERMANENT APPOINTMENTS, TRANSFERS, DEMOTIONS

AND DISMISSALS

(Cancels HCO PL 21 May 1962 - Permanent Staff  
HCO PL 28 Jul 1960 - Hiring and Dismissing

Amends all earlier HCO Policy Letters on Permanent Staff appointments, the transferring, demoting and dismissing of staff where contrary to this Policy Letter.)

APPLIES TO ALL SCIENTOLOGY ORGANIZATIONS, SO CLOs, ORGS, GROUPS AND ACTIVITIES.

HCO Ethics Policies expressly forbid staff members from being transferred, demoted or dismissed. These Policies are equally applicable to SO CLOs, Orgs, Units and their activities.

It has been long proven that constant transfers of personnel - also known as "musical chairs" - and frequent demotions or dismissals cause a situation of decline in an org, and winds up with staffs:

- a) not getting fully hatted and trained on the actions and functions of one post,
- b) not gaining the experience they need ON the post to learn all the ropes,
- c) thus being left with misunderstands on that post or area,
- d) and the same occurring in rapid succession on other posts.

In such a situation one winds up finally with confused staff, slow producers due to earlier unhandled misunderstood words, lack of hating as the Hating Officer can't keep up, lack of personnel programming as they don't stay long enough on any one post to complete their program for that post.

This then leads to unstable terminals, which brings about weak internal lines and reflects on the field by lack of new bodies or if they do show lack of sign-ups, and finally, lack of a stable, bright, high morale staff which IS producing.

This IS the cycle of DIS-ESTABLISHMENT. It doesn't happen overnight. But once started, it dis-establishes with increasing momentum.

Therefore, to assist Organizations and other activities to handle this situation, stabilize Orgs firmly and rapidly by eradicating the 3rd Dynamic Psychoses of TRAINING, APPRENTICING and UTILIZING personnel, and provide security for all staffs the following Policies are brought into full and immediate effect IN ALL SCM ORGS AND SO CLOS, ORGS AND ACTIVITIES.

1. NO PERSON MAY BE APPOINTED AS A PERMANENT STAFF OR CREW MEMBER FOR ANY REASON WHATSOEVER IN AN SCM OR SO ORG OR ACTIVITY BY THE ORG, A CLO OR MISSION WITHOUT THE APPOINTMENT HAVING BEEN APPROVED AND ISSUED BY FLAG HCO BUREAU BEFOREHAND.

Appointment of Permanent Son or SO staff will be done by Flag on the basis of -

a) Successful completion of SSI and SS2, and for all newly hired persons their rapid completion in an HCO Expeditor Pool. SO Member recruits also do the SO Member Hat and AB checksheet in the Exp Pool.

b) Successful completion of the OEC.

c) Proven case gain.

d) 5 year contract with Org for Son staff members.

e) Successful completion of FEBC, with specialist post training and processing for the post held or appointed to.

f) Successfully held post with correct and rising statistics for 3 months or more as adjudicated at Flag HCO Bureau.

g) Clean Ethics Record. All Ethics chits and actions issued on the staff or crew member will be taken into account.

No person may be posted as Permanent or paid as such without the appointment being issued from Flag.

All such appointment will be made official by the issue of a Flag Executive Directive for Scientology Org Personnel and for SO Members by a Flag Personnel Order.

This is a very high and desirable status to achieve and carries special privileges for the staff member as outlined in earlier Policy Letters.

2. NO SCIENTOLOGY OR SO PERSONNEL MAY BE TRANSFERRED FOR ANY REASON WHATSOEVER FROM A POST LEGALLY ASSIGNED AND HELD BY ANYONE INCLUDING ORG EXECs, CLO STAFF OR EXECs OR MISSIONS WITHOUT FLAG HCO BUREAU PERMISSION AND APPROVAL HAVING BEEN OBTAINED FIRST.

This includes -

- a) New staff or recruits in training in the HCO Expeditor Pool.
- b) Transfers from an Org, CLO or Unit or Group - or vice-versa.
- c) Staff or crew "temporary transfers" for a few hours or days - these being off Policy and illegal.
- d) The Org Janitor
- e) Staff or crew members on full-time tech or admin training programmes.
- f) SO or Sen Org personnel going for training to a higher Org, CLO or Flag.
- g) Staff or crew going on their annual leaves.

The intention with this Policy is to stabilize personnel moves, to allow correct and predictable personnel planning to be done by Dept 1s, enable Personnel Programming to be effectively gotten under way by Dept 13s and to achieve the Product of Department I - EFFECTIVE STAFF POSTED AND HATTED.

We know that only unhatted staff go criminal - there is no other reason. And we do have the tools to properly hat them, provided they remain long enough on a post to get hatted!

3. NO SEN OR SO ORG PERSONNEL MAY BE DEMOTED IN OR DISMISSED FROM AN ORG, GROUP OR UNIT FOR ANY REASON WHATEVER BY ANYONE INCLUDING ORG SENIOR EXECs, CLO EXECs OR MISSIONS WITHOUT FIRST HAVING OBTAINED THE PERMISSION AND APPROVAL OF FLAG HCO BUREAU.

This applies to -

- a) Newly hired staff or recruits in an HCO Expeditor Pool,
- b) Temporary, Provisional or Permanent staff and crew, whether of In Training, Apprentice, Acting or Deputy status in any Org, CLO or activity.

In every instance of demotion or dismissal to date, except only where HIGH CRIMES and SUPPRESSIVE ACTS were found and proven, has been found unhattedness, lack of training, lack of apprenticing and lack of auditing.

Therefore, the above Policy is also intended to give Department I Personnel the opportunity to fully hat staff and crew, to give Dept 12s time to fully handle drugs and life repairs on crew and staffs and to give Department 13s time to get staff trained and trained more.

All proposals for transfers, demotions or dismissals where these are according to Policy and are required must be quickly compiled and forwarded via the CLO HCO Bureau on to HCO Bureau Flag. They will be rapidly checked at Flag and on approval will be issued for Scientology Orgs as Flag Executive Directives and for SO Orgs and Units as Flag Personnel Orders.

The line for all such personnel CSWs must remain fast.

HCO Policy Letter 9 August 1971 - Personnel Transfers, or Dismissals - Routing Form for Flag approval, gives all the Data required by Flag for handling Org personnel matters and will enable Department Is to handle compilation of CSWs quickly.

NO PCO, Dir Personnel or HAS may accept any order to transfer, demote or dismiss a staff or crew member without demanding and seeing in writing the Flag ED or Personnel Order.

No staff or crew member may accept a verbal or written order to transfer, be demoted or dismissed from his post, but should -

- a) Demand to see the Flag ED or Personnel Order authorizing the action,
- b) Must refuse the action if the ED or Personnel Order cannot be provided.
- c) Should immediately telex or cable the nearest A/HCO Aide, if pressured, or this failing telex or cable HCO Aide Flag, even if from outside the Org.
- d) And must refuse to leave his post or post area.

Staff members do have a right to a post, a hat and the standard actions of apprenticing and training.

So by making these Policies firm, enforcing them ferociously and continually we will achieve Org stability both now and in the future.

To further protect staffs penalties for non-compliance with the above Policies are also now brought into force in HCO PL 9 August 1971 - HIGH CRIME ADDITIONS.

4. STAFF OR CREW MEMBERS WHO BLOW OR DESERT THEIR LEGALLY ASSIGNED POSTS IN AN SCN OR SO ORG, CLO, GROUP OR UNIT FOR ANY REASON WHATEVER, EXCEPT FOR MEDICAL OR DENTAL REASONS WITH ETHICS OFFICER OR NAA AND C/S ATTESTATION THAT THIS IS REQUIRED, WILL BE DEEMED DESERTERS, DECLARED INSANE AND UNFIT, DECLARED SUPPRESSIVE PERSONS WITH FULL PENALTIES OF STEPS A TO E OF HCO PL 23 DECEMBER 1965 SUPPRESSIVE ACTS, SUPPRESSION OF SCIENTOLOGY AND SCIENTOLOGISTS, WILL BE DENIED RE-ENTRY INTO ANY SCN OR SO ORG, GROUP OR UNIT AND DENIED FURTHER