

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 SEPTEMBER 1971

Remimeo
HAS
HCO
PCO

ASSIGNMENT, MODEL
TO BE USED

These model assignments are examples to be used in Orders of the Day or postings by Personnel Control Officer when assigning personnel.

HCO EXPEDITOR

_____ (name) is assigned as HCO Expeditor, Dept 1, Div 1.

His senior is _____.

His Buddy is _____.

He is to be programmed by Dept 13 in basic Admin (Staff Status I, Staff Status II, Staff Member Hat etc.).

He is to report to the staff training course supervisor _____ (name) to be enrolled for part time study after working hours.

He is available as assigned by Dept 1 for work in org overload areas.

When his part time study program is complete he will be eligible for posting.

PCO
Dept 1

FOR A POST I/T

_____ (name), HCO Expeditor, is hereby assigned as _____ In Training.

He is to be programmed in Dept 13 for the study required to meet all requirements he has not completed and requirements needed for this post. (SS I, SS II, Basic Staff Hat, Org Bd drills, Divisional Summary, Post Hat etc).

He will then report to the staff course course Supervisor: _____ for enrollment and part time study after post hours. He is to be Word Cleared Method 1, and his materials Word Cleared Method 2 and his divisional summary and post hat Word Cleared Method 2, starrated and in clay. He is then to be post purpose cleared.

He is not eligible for any further org services or bonuses until this cycle is complete and he has good post stats.

PCO

POSTING TO REGULAR POST

_____, (name) having been apprenticed or in training to the post of _____ and having attested to having been word cleared, trained and passed on his basic requirements, divisional hat and post hat and having had his post purpose cleared and having shown good post stats is appointed to the post of _____ and qualifies as a full staff member and is eligible for further org services and any bonuses.

He is welcomed to the full status of staff member.

PCO

TRANSFER

_____ (name) is hereby transferred from _____ (old post) to _____ (new post) IN TRAINING. He is replaced by _____ (replacement).

He is warned that if he does not fully write up his hat and groove in his replacement and does not leave the post in excellent condition he can be recalled any time up to two years to make good any upset or damage caused by careless turnover.

He is to report to Dept 13 Div 5 for full programming for his new post. This program to catch and fill in any omitted basic requirements such as SS I, SS II, Basic Staff Hat and needed technical data on his new post. It is to include the divisional summary or full divisional pack related to the new post as well as the post hat.

He is then to report to the registrar and staff course course supervisor and be fully enrolled on staff courses for part time study on his own time.

His Word Clear No. 1 is to be verified and in study he is to be Word Cleared No. 2 on all related materials. He is to be Word Cleared 2 and starrated and do in Clay his new post hat.

His new post purpose is then to be cleared.

When the above is done and attested complete and good stats for the post are demonstrated he will be posted fully and will again be eligible for full pay any bonuses or other org services.

PCO

DISMISSAL

_____ (name) is leaving the org.

(Reason) _____

He is to account for all the materials of his post, turn in his hat and any despatches or papers to HCO, clearly labeled what post.

He is to receive from the cashier full record of any sums owed for training or processing or failure to complete contract or special training and give his promise to pay.

He is debarred from any further training or processing by anyone or in any org until he has made good his indebtedness.

He will report to the Chaplain for any advices on what he must do to make himself more employable or eligible.

His assigned condition is _____.

PCO

ENDING CONTRACT

_____ (name) having ended his contract with the org, is

(Signed up for additional contract)

(Is terminated as a staff member.)

He is to write up his hat and groove in his relief.

He is to turn in to RAM any materials he holds.

When these are done his final pay check may be given him.

He leaves in a Condition of _____.

PCO

L. RON HUBBARD
FOUNDER