

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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ISSUE IV

Remimeo
Personnel

Programmer
Dir Pers Enh.

Hats Off
C&A

Execs
Dir Validity
STO

Personnel Series 24

Personnel Programming Series 11

THE "OK TO BE A -- " SYSTEM

A gradient scale of hatting, programming, checkouts and correction is required to get a staff member fully hatted and functioning competently on post.

The "OK to Be a -- " System has been worked out. The system parallels the OK to Audit system for training auditors.

1. Mini Hat completion entitles the staff member to a Temporary OK to be a -- Certificate. (All new staff hired or recruited must complete the Mini Hat before going on post.)
2. The staff member is now serving an apprenticeship or Internship on the post. He must continue with his full post hatting cycle part time during staff study periods.
3. The staff member's senior and Division Head handle the staff member on the One Flub = Checkout system. Any slightest error on post and the staff member is ordered to check out by STO on the Policy violated. Repeated or flagrant flubs signal a Cramming order to be issued.
4. The Temporary OK to do the -- Hat Cert expires if the full hat is not completed in part time staff study within the following time periods:
 - A. Section Head - 2 weeks
 - B. Dept Head - 4 weeks
 - C. Division Head - 5 weeks
 - D. Senior Exec - 8 weeks
5. STO keeps a board on which all staff are posted, with the above deadline dates posted for each staff member. It is his responsibility to push these through to completion and advise Dir Personnel Enhancement of any slows or non-compliances. Some posts in the org at Section Head level have very large hats and should be allowed Director time limit for full hatting, ie Ethics Officer, Body Registrar, PPO, PCC, etc.
6. If the staff member's Temporary OK to Do a post expires, STO must advise Dir Personnel Enhancement, who must see that the staff member redoes his Mini Hat before proceeding with his full post hat checkouts.

7. When the full post hat checksheet is completed, the staff member is awarded a Provisional Okay to Do the -- Hat Cert.
8. Daily correction actions and checkouts as needed continue to be ordered by the senior and Div Head.
9. The staff member continues his apprenticeship on post for a further eight weeks after the Provisional Cert is issued. At the end of this period, he writes up a full CSW and submits to C&A via his senior, Div Head and Dir Validity.
10. The senior attests that a full and proper apprenticeship has been served, that full correction actions have been taken and that the staff member is now competent on post.
11. Dir Validity inspects the CSW, the stats, the staff member's area and products before okaying the staff member for full post Cert.
12. If Dir Validity flunks the staff member, he must write all the reasons, listing policies violated or not applied and send to the staff member, with a copy for Dir Personnel Enhancement. Dir Personnel Enhancement must see that a new programme is drawn up to cover these points, plus any other weak area disclosed.
13. The staff member is awarded a full Permanent Post Certificate on completion of full hatting, apprenticeship and proven post competence, demonstrated by high statistics.

It takes daily actions and care and interest by a Div Head and senior, plus good programming, checkouts, word clearing, cramming and training to really put a staff member on post. This action has to continue and continue until the person is fully competent on post and does not require any executive intervention. Obviously at this point, the person is fully hatted on post, must have up stats and is eligible for his full post hat certificate.

The staff member can then have an In Training posted under him and be programmed for his promotion.

The A to B in Personnel Programming and training actions is from unhatted to fully hatted and on post functioning competently.

It is the responsibility of Dir Personnel Enhancement to see that Div Heads and seniors commence implementation of the "One Flub" correction system. He must call in Div Heads for checkouts on relevant materials if they are failing to train or correct their staff. Failure to handle seniors at this point will threaten the whole of the hatting and personnel programming activities of an org and unnecessarily depress the stats.

The OK to Be a -- system lays out a more efficient system of getting staff fully hatted. Nearly every post in Qual has a role to play in ensuring that it is put in and maintained.

HCOPL 28 Dec 67 "Qual Senior Datum" points out Qual's relationship to students and pcs "Qual is the students and pcs friend. A last refuge when other doors close." This definition is now extended to include staff; "Qual is the staff's best friend. The first refuge when a door closes."

Qual Aide

for

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FOUNDER

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