

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 JANUARY 1972

Remimeo  
Pcs/PreOTs  
D of P  
Tech & Qual

PC HAT

This is the "pc hat" for an org Pc/PreOT.

The D of P must have a supply of these on hand for giving to the pc before he starts an auditing intensive. The pc reads and understands it. Any questions the pc has are answered by the D of P. Any Misunderstood words can be clarified by the D of P but if extensive by Dept 13.

These are the terminals you will be dealing with as a Pc/Pre OT and are the regulations concerning Pcs and PreOTs at the HGC for service.

CHAPLAIN

The Chaplain exists in the Qualifications Division to expedite and speed Pcs/PreOTs and students through their services.

Refer to the Chaplain if you have any slow progress, stops, hindrances or if you are not progressing satisfactorily with your auditing. If there is any arbitrary or barrier preventing you from completing your auditing etc, see the Chaplain.

DIRECTOR OF PROCESSING

The Director of Processing (D of P) will interview you on matters concerning your auditing progress and the scheduling of your auditing.

You may see the D of P at any time regarding your auditing. He is there to see you receive the service and help you.

TECH SERVICES

Tech Services or the Tech Services page will contact you when you are scheduled for a session.

DEPT OF PERSONAL ENHANCEMENT

This department, in the Qual Division, takes care of word clearing. One may be sent to it via the D of P.

WHEN TO SEE THE EXAMINER

(The Examiner is open from 9:00 am to 10:00 pm excepting lunch and dinner breaks.)

1. The Examiner is the terminal for pre-auditing statements and any communications you wish to give to the C/S. (Case Supervisor)

2. The Examiner is the terminal to go through to see the Qual Consultant. (Examiner will make an appointment for you.)
3. The Examiner is the terminal to see to give the C/S data regarding any physical body difficulty and any planned visit to or report from a doctor while you are receiving an intensive.
4. The Examiner is the terminal you see after each auditing session.

MEDICAL DOCTORS AND PHYSICIANS

(of all kinds - professional and nonprofessional)

CHEMISTS, PHARMACEUTISTS AND DRUGGISTS

1. Always inform the Examiner and D of P of any drugs taken or visits to a doctor, etc, since your last intensive, when you are about to begin another intensive.
2. When receiving an intensive and you require clinical-medical service always inform firstly (when possible) the Pc Examiner and the D of P before receiving treatment.  
  
Information regarding any treatment received without prior D of P knowledge must be given to the D of P and Pc Examiner after such treatment.
3. When eating any food, if it doesn't taste good, don't eat it. Less time physically ill means more auditing time for you.
4. Exercise regularly.
5. Drink at least 8-9 glasses of fluid daily (water, coffee, juice, tea, etc.)
6. Eat regularly; three good protein and vegetable meals a day are required - not snacks of carbohydrates from a Canteen.
7. Get enough sleep. Seven to eight hours minimum are required. If you need more, be sure you get it.
8. If you are currently under medical treatment or taking medications, please advise the D of P and Pc Examiner. Take no medicines without obtaining the D of P's OK so that auditing does not get delayed.
9. Drinking of alcohol is prohibited whilst receiving an intensive.
10. Drugs in any way, shape or form are strictly prohibited. Do not take aspirin, car or airsick tablets or any other form of drug or medication without the approval of the D of P, who will also clear it with the Case Supervisor.

FURTHER PC RESPONSIBILITIES  
AND DUTIES

1. Do not discuss your case or the processes used with anyone outside session except the Pc Examiner or Qual Consultant.
2. Report any difficulties to the Pc Examiner, Chaplain, and/or D of P.
3. Do not engage in any 2nd Dynamic irregularities with another.
4. Be ready for a session when scheduled for one. Always inform Tech Services WELL IN ADVANCE if you can't make it, or if you will be late.
5. Sleep and eat well.
6. Do not take any drugs, pills, doctor's preparations, alcohol, etc when on auditing lines and receiving an intensive.
7. In your own interests, do not do anything you know is dishonest or unlawful.
8. Do not engage in other practices while receiving an auditing intensive. This includes "bathing in light", psychiatry, yoga, hypnotism, meditation, spiritualism, mysticism, extreme dieting, etc. If on a special diet as part of medical treatment, inform the D of P.

The above regulations are required to ensure that you receive the full service and benefit you deserve.

The D of P will answer any other questions you may have.

Training & Services Bureau

By order of

L. RON HUBBARD  
FOUNDER

LRH:BL:JW:mas  
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