Remimeo
Tech OO/Esto
 Hat
Tech Sec
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6 FEBRUARY 1972R
ISSUE II
REVISED & REISSUED 18 SEPTEMBER 1974
AS BPL

CANCELS
HCO POLICY LETTER OF 6 FEBRUARY 1972
ISSUE II
SAME TITLE

(Revision in Script)

TECH ORG OFFICER/ESTO
CHECKLIST AND STATISTIC

This checklist serves as a review of the *Tech Org Officer Esto* major actions and products. From it one can easily see why a Tech Div is failing or prospering.

The checklist is filled in each Thursday by *T/OO/E* and routed on lines to the *Data Files* at Flag.

STATISTIC

The *T/OO/E* statistic is the NUMBER OF POINTS OF THE *T/OO/E* CHECKLIST FULLY IN. Fully in means exactly that. If it is out at all then it is marked as OUT. If it is fully in, mark IN on the line. Where additional points are given, mark IN x _____ (additional points), eg. on "Auditors fully hatted" etc, if you have 8 such Auditors, mark "IN x 8".

There is no ceiling to the stats as one gets more points for additional Supervisors, Auditors, Courses, HGCs, etc. It is the successful and adequate establishment of these points that raises the Org's production.

CHECKLIST

T/OO/E NAME: _____ W/E: _____

ORG: _____

	NOT DONE	HALF DONE	FULLY DONE
GENERAL:			
1. Tech Sec on post, single-hatted, with complete hat, checksheet and pack, WC M1 M2 on hat, PP cleared, checked out on full hat.	____	____	____
2. Div IV Org Board is up and correctly posted on main Org Bd and in Tech area.	____	____	____

	NOT DONE	HALF DONE	FULLY DONE

3. *T/OO/E* checked out on all new PLs *and*
    Bulletins received this week which
    apply to establishment or Div IV
    (excepting only any confidential HCOBs
    above *T/OO/E* level).

4. All new *Bulletins* and PLs received
    this week added to appropriate Div IV
    hats, packs and HGC materials files,
    and all concerned checked out on them.

5. This Org has HCO PL 23 Dec 71 "1:1 Tech
    Admin Ratio on New Recruits" in.

6. This Org has _____ personnel at a
    senior Org for advanced training (count
    one point for each).

7. This Org has _____ personnel at Flag for
    training (count 5 points for each).

8. Troublesome Sources PL fully in. There
    are no such cases receiving services in
    this Org.

9. There were no refunds requested this
    week or any requests for refund were
    promptly paid, the Why for the refund
    established and corrective action
    taken to avoid recurrence.

10. Dissem Div and Dist Div fully informed
    of all services being delivered by Div
    IV and of the wins of PCs and students
    this week. Promo is realistic and not
    underselling what is being delivered.

11. (For SO Orgs only) No non-SO personnel
    employed in Div IV.

12. Auditor Association is established per
    BPL 28 Aug 70.

TRAINING:

1. D/T on post with complete hat check-
    sheet and pack, WC M1, M2 on hat, PP
    cleared, checked out on hat, High Crime
    PL in.

2. Dept 11 weekly income report done cor-
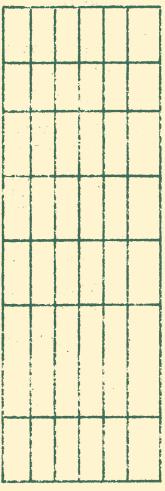   rectly and sent to Treas Div via Tech
    Sec.

	NOT DONE	HALF DONE	FULLY DONE

3. There is no mimeo delay in issuing new materials for courses or in re-running needed materials. ___ ___ ___

4. Bookstore has adequate stocks of meters and all books for all courses. ___ ___ ___

5. D/T and Tech Services and T/CO/E personally getting in students and Supervisors, not leaving it all to Dissem and Div 1. ___ ___ ___

6. There are no stale dated Flag PGMs related to Dept 11. ___ ___ ___

7. I have evaluated any down or up situations in Dept 11 this week, found a correct Why and am implementing establishment actions to handle (attach copy of eval). ___ ___ ___

The remaining items in this section are marked off for each major course according to type of Org.
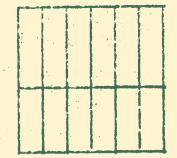
(Put N for No, H for Half, F for Fully Done)

COURSES

8. Course Supervisor on post fully hatted, WC M1, M2 on hat, PP cleared, hat checked out.

9. Course Admin on post fully hatted as above.

10. Proper issued routing forms exist and used for students onto and off courses. RFs properly filed.

11. No student on course who has not fully paid. Invoice details on RF, Tech copy of invoices filed.

12. Routing forms exist and used for student to Ethics, student to Qual. Properly filed by Course Admin.

13. Current course checksheet in use. Adequate checksheets available. Master checksheet has all issued additions and corrections added and these added to checksheets before issuance to new students.

14. All course materials available in packs in correct sequence, and all journals, books, and tapes.

15. Roll books in use and in PT for each course.

16. Adequate tape recorders, clay, demo kits, dictionaries, chairs and tables for each course for current use and expansion.

17. Graphs posted and maintained daily for all students. Std. points system in use without local arbitrary points giving false stat.

18. Course Progress Board in PT in each course. Behind schedule students and Supervisors sent for Qual Cramming Correction.

19. No student waiting or lost on lines. All students sent to Qual, Ethics etc handled instantly and gotten back on course without delay.

20. Adequate supplies of course forms weekly report to LRH and pink sheets). Weekly report forms for all students sent to LRH. Pink sheets filed.

21. High Crime policy in on all Supervisors (checked out on relevant new issues within 24 hrs of receipt.

22. All students have done Student Hat.

23. *HCO PL 31 August 1974 Issue II "Fast Flow Training Re-instated" is in.*

24. Classroom Word Clearing in. Supervisor has Meter on desk and uses it. F/Ning student system in.

25. Average student points this week exceed 2000 per student.

26. Courses have rising student points this week.

27. Number of students graduated from courses increased this week.

28. All graduates this week wrote acceptable success stories and have signed up for further service.

29. There are no blown students from any
    course or if any student did blow was
    gotten back on course within 48 hours
    and HCO and Qual action taken on
    student and Supervisor.

30. There is nothing in this Org that is
    preventing students from getting onto
    courses and completing them.

PROCESSING:

    (Put N for No, H for Half, F for Fully Done)

    If 2 HGCs established, fill one column for each Dept.

	HGC	2nd HGC	
1. C/S on post fully hatted, WC M1, M2 on hat and C/S Series, PP cleared.			
2. D/P on post fully hatted, WC M1, M2 on hat, PP cleared.			
3. HGC Admin on post fully hatted as above.			
4. All Auditors fully hatted as above and producing minimum 25 WDAH in the chair per week. (Count one point for each Auditor in this category.)			
5. D/P and Tech Services and T/OO/E getting Auditors and getting in PCs. Not leaving it all to Dissem and HCO.			
6. No free auditing given. Invoice system in per BPL 3 Jan 72.			
7. BPL "Tech Estimates" fully in with D of P giving realistic estimates and no slow on sign-up line. (BPL 4 Dec 71 Rev. 8 Aug 72)			
8. There is no PC backlog. All paid PCs gotten in and given prompt service on schedule.			
9. PC Scheduling Board fully and accurately posted with all fully paid PCs listed.			

10. Intensive system fully in. No "special
    intensives" given. All PCs given full
    12½ or 25 hr intensives this week.

11. Org has adequate auditing rooms set up
    with chairs and tables, rooms clean and
    pleasant.

12. C/S Series 25 Sequence 1-25 fully in.

13. Cramming used on a one flub one cram basis.
    Cramming being done during admin time with-
    out loss of auditing hours. All ordered
    to cramming did in fact go and returned
    promptly.

14. Red Tag system fully in with no red tags
    delayed more than 24 hrs.

15. High Crime policy fully in. C/Ses and
    Auditors all starrated all tech materials
    before C/Sing or running - all new issues
    starrated in Qual.

16. OK to Audit system fully in. D/P has list
    of these posted. No Auditor audited level
    or action without OK to Audit.

17. All C/Ses and Auditors in compliance with
    BPL 1 Nov 71 "C/S and Auditor Processing
    Requisite".

18. *T/OO/E* has personally this week checked all
    points 1-14 of C/S Series 57 and verified or
    put in the establishment actions for each.

19. Lines from HGC to Qual, Ethics, Registrar
    fully established with proper issued routing
    forms for each, lines easy to follow and no
    slows.

20. No PCs delayed or lost on lines or left in-
    complete on a paid service.

21. No blown PCs.

22. All Auditor supplies (ref BPL 3 Jan 72)
    available in adequate quantity and filed
    for easy access.

23. Interneship system fully in. All HGC
    Auditors interned. Public internes audit
    in HGC.

24. Auditing PGMs are being completed and
    attested to with acceptable success story.
    Auditing completions stat rose this week.

25. Tech personnel bonuses promptly and
    accurately paid. (No bonuses for Auditors
    who didn't do 25 WDAH in the chair.)

26. All completed PCs signed up for further
    service.

27. F/N VGI stat is above 90%.

28. WDAH stat rose this week.

29. There are no stale dated Flag PGMs re-
    lated to the HGC.

30. I have evaluated any down or up situation
    in the HGC this week, found a correct Why,
    and am implementing establishment actions
    to handle. (Attach copy of eval.)

Training & Services Aide

Revised & Reissued as BPL
by Flag Mission 1234

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Authorized by AVU

for the
BOARD OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)