

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 MARCH 1972

Remimeo

Establishment Officer Series 11

**FULL PRODUCT CLEARING
LONG FORM**

(Reference HCO P/L 13 Mar 72
Est O Series No. 5)

**MUST BE DONE ON AN EST O
BEFORE HE DOES IT ON STAFF.**

If you ask some people what their product is, you usually get a DOINGNESS.

There are three conditions of existence. They are BE, DO and HAVE.

All products fall under HAVE.

The oddities you will get instead of a proper product are many.

Thus it is possible to "clear products" without any real result.

PRODUCT CLEARING FORM

_____	_____
Org	Person's Name

	Date

	Post

The 14 Points of Est O Series 5 are done in this fashion, with a meter used to check words.

STEP ONE

DO NOT TAKE FOR GRANTED THAT THE PERSON KNOWS WHAT "PRODUCT" MEANS. GET IT AND EVERY WORD IN THE DEFINITION LOOKED UP.

- (a) Clear the Word PRODUCT. Dictionaries give a variety of definitions. Make sure you get a useable definition that the person understands AND WHICH HE UNDERSTANDS ALL THE WORDS IN. He can be hung up on "that" or "is" in the definition itself believe it or not. _____
- (b) Have the person USE the word PRODUCT 10 times in sentences of his own invention and use it correctly each time. _____
- (c) Now clear up BE, DO, HAVE, the Conditions of Existence. People often think a BE is a product or a DO. It is always something someone can HAVE.
Clear the words BE, DO, HAVE by dictionary, especially HAVE. _____
- (d) Write these on a sheet of paper
BE
DO
HAVE.

Tell the person to name a product out in the world (a car, a book, a cured dog, etc).

Put an arrow into the word DO if he gives you a "do", into BE if he

gives you a "be" instead of a HAVE.

Mark HAVE with an arrow each time he gives a right HAVE product.

When he can *rapidly* name a product that is something that one can HAVE, without a comm lag, go on to next step.

- (e) Clear up this question on a meter Method 4 (see HCO B 22 Feb 72, Word Clearing Series 32, "Word Clearing Method 4"):

"Have I used any word so far you did not understand?"

Get it clean.

- (f) Now give the person a copy of HCO P/L 29 October 70 Org Series 10.

Have him read the policy letter.

- (g) Clear by Method 4 Word Clearing this question:

"Are there any words in the policy letter you did not understand?"

Get it cleaned up. If there were any, have him reread the policy letter until he says he has it.

- (h) Drill the pc on Products 1, 2, 3 and 4.

Write:

Product 1	Product 2
Product 3	Product 4

on a sheet of paper.

Let him retain and consult the HCO P/L 29 Oct 70 Org Series 10.

Put the point of your pen on one of the products (Product 1 or 2 or 3 or 4) and say, "Name a Product 1." "Name a Product 3." "Name a Product 4." "Name a Product 2." Do this until pc has it.

Now take the P/L away from him and repeat the drill.

When your Product 1 etc is all blacked up with ballpoint spots *and* the person is quick at it, thank him. Tell him he has it and go on to next step.

STEP TWO

- (a) Look up the hat and org board of the post of the person being product cleared and get some idea of what the post's product would have to be to fit in with the rest of the scene. It won't necessarily be in former hat writeups. What the post produces must be worked out. Write down what it possibly may be.

- (b) Get the person to tell you what his post *produces*. Have him work the wording around until it is totally satisfactory to him and is not incorrect by Step 2 (a).

Be *very* careful indeed that you don't get a wrong product or you could throw the whole line-up of the org out.

Beware of "a high stat" or "a bonus" or "GI" as these are items received in Exchange, not the person's produced product.

Once more resort to
 BE
 DO
 HAVE

to be sure he is not giving a doingness. And point this out until he actually has a HAVE.

Write down the product on the worksheet.

- (c) Ask if there are any more products to the post. If the person is wearing several hats, he would have a product for each hat.

List each hat and get the product of each hat written after it.

- (d) Now take the principal product of the post and see if it is really three products of different degrees or kinds. (Example: an auditor has [A] A well pc [one who has been gotten over a psychosomatic illness] [B] A person who is physically active and well and will continue to be well, and [C] A being with greatly increased abilities. A Super has [A] A trained student, [B] A Course graduate, [C] A person who successfully applies the skills taught.) (Note: The above are rough wordings.)

The A, B, C you will notice fit roughly into (A) BE, (B) DO, (C) HAVE.

If the person has trouble with this, write BE, DO, HAVE on the worksheet.

- (e) Find out if the person has had these confused one with another or if he is trying for A when his product was C, or any other mix-up.

See if he has to first get a BE, then a DO to finally achieve a HAVE.

When he has all this straight he should cognite on what product he is going for on his post, with VGIs.

- (f) Tell the person that's it for the step and verify the products with a Product Officer. (Be sure it's a Product Officer who has had his Product Clearing. If this is THE Product Officer of the org, see if it compares to the Valuable Final Products of an Org [see HCO P/L 8 Nov 73RA, revised 9 Mar 74, "The VFPs and GDSs of the Divisions of an Org".])

If the products are not all right check the person on a Meter for Mis Us and do steps 1 and 2 again. If okay, proceed to Step 3.

STEP THREE

- (a) Give the person HCO P/L 27 Nov 71, Executive Series No. 3 and HCO P/L 3 Dec 71 Executive Series 4. Have him read them.
- (b) Return and do Method 4 on the P/Ls and clean up any Misunderstood Word. If these are found and looked up and used, then have the person read the P/Ls again.
- (c) Now that the person has it, exchange objects with him.

Have him now explain exchange until he sees clearly what it is.

STEP FOUR

- (a) Now write his product on the left-hand side of your worksheet and draw an arrow from it to the right:

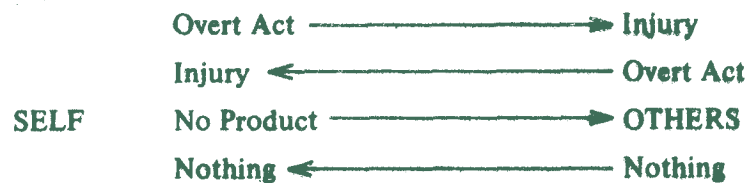
His Product —————>

And one to the left below it <—————

Have him tell you what, *internally* in the org, he could get in exchange for producing his product and getting it out.

Have him clear up why he might not get that.

- (b) Have him look at a worksheet picture:



as a cycle. Be sure he grasps that.

- (c) Have him look at a worksheet picture



And have him grasp that cycle.

- (d) Now have *him* draw various such cycles having to do with the products he has been getting out. Such as:



But using various versions of products.

Do this until he has it untangled and feels good.

- (e) Have him write down his product on the left, arrow to the right, what comes back on the right and what occurs on the left.

If he has this now, tell him that's fine.

STEP FIVE

(All in Big Clay Demos)

- (a) Have him work out what theft is in terms of Exchange, and arrows.
- (b) Have him show how his product contributes to the org's product.
- (c) Have him work out how the org's product as relates to his division is then exchanged with society outside the org and Scn and what society exchanges back to the org.
- (d) Have him work out how his product contributes to org's product outward and outside the org and Scn and then from the society outside back to the org and org back to him.

This may have more than two vias each way.

- (e) Have him work out the combined staff products into an org product and then out into the society and then the exchange back into the org and to CLOs and upper management and to org staff.
- (f) When the Demos are all okay and BIG tell him that's fine and go on to next step.

STEP SIX

(Metered)

- (a) Find out if person wants his *product*? (not the Exchange).

If not find out who might suppress it? and E/S times.

Who might Invalidate it? and earlier times.

2wc it to F/N Cog VGIs.

- (b) Establish now if the person wants his product.

(If bogs turn over to a C/S and auditor for ruds and completion.)

STEP SEVEN

(Metered)

- (a) Can the person get his product out?

- (b) Handle by 2wc E/S to F/N.

STEP EIGHT

(Metered)

- (a) What will his product be in volume?

Is that enough to bother about or will it have to be in greater volume?

What would be viable as to volume?

Clean up RUSHED or Failures.

To F/N Cog VGIs.

STEP NINE
(Metered)

- (a) What quality would be necessary?

Get various degrees of quality stated.

What would he have to do to attain that quality?

What volume could he attain?

What would he have to do to attain that?

To F/N Cog VGIs.

STEP TEN
(Metered)

- (a) Can he get others to want the products he put out?

What would he have to do to attain this?

STEP ELEVEN
(In BIG Clay)

(This is a progressive Clay Demo
added to at each step.)

- (a) How does his product or products fit into the framework of his section? Requires he work out the section product if his is not it. Then fit his to it.

- (b) How does his product fit into the Department? Requires he work out the Department's product and fit his to it if his is not the Dept's product.

- (c) How does his product fit into the Division's products? He will have to work out the Div's product or consult HCO P/L 24 Mar 72 "VFPs of an Org".

- (d) How does the Division's Product Exchange with the Public? And for what?

- (e) What happens to the org on this exchange?

STEP TWELVE
(In Big Clay)

- (a) What blocks might he encounter in getting out his product?

- (b) What can HE do about these?

STEP THIRTEEN
(2 wc)

- (a) What does he have to have to get his product out? (Beware of too much have before he can do. Get him to cut it back so *he* is more causative.)

STEP FOURTEEN
(Written by Pc)

- (a) What is his product on the 1st Dynamic—self?

How does it fit in with what he is doing?

- (b) What is his product on the 2nd Dynamic--family and sex?
How does it fit in with what he is doing? _____
- (c) What is his product on the 3rd Dynamic--Groups?
How does it fit in with what he is doing? _____
- (d) What is his product on the 4th Dynamic--Mankind?
How does it fit in with what he is doing? _____
- (e) What is his product on the 5th Dynamic--animal and vegetable kingdom?
How does it fit in with what he is doing? _____
- (f) What is his product on the 6th Dynamic--the Universe of Matter, Energy, Space and Time?
How does it fit in with what he is doing? _____
- (g) What is his product on the 7th Dynamic--beings as spirits--thetans?
How does it fit in with what he is doing? _____
- (h) What is his product on the 8th Dynamic--God or the Infinite or religion?
How does it fit in with what he is doing? _____
- (i) What is his post Product? _____
- (j) Can he get it out now? _____

Est O or Product Clearer

Note this long form has to be run on leading executives and eventually on all staff. The short form in Est O Series 5, 14 points, serves as a rapid action. Where there is any hang-up on the short form, send the person to an auditor. Where there is a hang-up on the long form, send the person to an auditor. The auditing action is to fly ruds on the RD and assess any key words the pc is upset about and do an 18 button prepcheck *carrying* each prepcheck button to F/N.

Where the TA is already high do not attempt the short or long form.

Where the person turns on a rockslam check for rings on the hands. If so, remove rings. Note if R/S continues.

In either case the person should be programmed for TA trouble with C/S 53RRR and handled, and then given a GF40RR Method 3 (F/Ning each Question that reads) and then running the engrams with drugs run first.

Product Clearing is best done after Word Clearing No. 1 is successfully done.

An Est O who can use a meter and Method 4 WCing and knows Clay Demoing can do it.

HCO Bulletins are planned to be issued on this RD to handle it on rough ones or repair it as needed in the hands of an expert auditor.

LRH:mes.rd
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L. RON HUBBARD
Founder

[See also HCO PL 9 May 1974, *Prod-Org, Esto and Older Systems Reconciled*, on page 438, which modifies the above Policy Letter.]