

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 AUGUST 1972
ISSUE II

Remimeo
Issued also as
FLAG ORDER.

FOUNDATION AND DAY ORGS

SEPARATE

Ref: HCO PL of 11 June 65 "The Foundation"
HCO PL of 12 June 65 "Forming the Foundation"
HCO PL of 3 July 65 "The Foundation Data"
HCO PL of 13 Aug 65 "Foundation - Basic Course
Organization"
HCO PL of 16 Aug 65 "Foundation - Basic Course
Organization - Correction"
HCO PL of 12 Sept 65 "Foundation Course Change"
HCO PL of 13 Sept 65 "Foundation Course Hours"
HCO PL of 16 Sept 65 "Foundation"
Issue II
HCO PL of 2 Nov 65 "Foundation Central Files
Officer and Address In Charge"
Issue II
HCO PL of 21 Oct 66 "Evening Foundations"
Issue IV
HCO PL of 11 Aug 72 "Foundation Income"
Issue III

The Day Org and the Foundation are two ENTIRELY SEPARATE ORGS. The Foundation is not under the Day Org. Day Org executives have no jurisdiction whatsoever over the Foundation executives or personnel.

ALL ORGS DAY AND FOUNDATION ARE TODAY DIRECTLY UNDER FLAG WITH COMMUNICATION AND CONTROL LINES THROUGH FOLOs, CLOs AND OTLs.

HOURS

Day Org hours generally run 9:00AM-6:00PM Monday through Friday, Foundation hours 6:00PM-11:00PM Monday-Friday and 9:00AM-11:00PM Saturday and Sunday.

There may be slight variations of the above hours area to area but the following rule is form policy:

DURING DAY ORG HOURS THE DAY ORG EXECUTIVES AND PERSONNEL HAVE FULL POSSESSION AND USE OF THE ORG PREMISES AND FACILITIES.

DURING FDN HOURS THE FOUNDATION EXECUTIVES AND PERSONNEL HAVE FULL POSSESSION AND USE OF THE ORG PREMISES AND FACILITIES:

Otherwise one of the original intentions of the Day/Foundation system, that of economy of space and facilities by having two orgs using one premises and one set of facilities at different hours, is violated. Also, as has happened in at least two orgs recently, the Day Org can squeeze the Foundation almost out of existence.

Therefore:-

THAT ORG, DAY OR FDN, WHICH HAS POSSESSION OF THE ORG PREMISES AND FACILITIES BY REASON OF HOURS HAS FULL CONTROL OVER THEM AND EXECUTIVES AND PERSONNEL OF THE OTHER ORG MAY NOT USE THE PREMISES AND FACILITIES WITHOUT THE FULL PERMISSION OF THE HCO AREA SECRETARY OF THE ORG THAT HAS POSSESSION.

The HCO Area Sec of the Org in possession is NOT obliged to give such permission and should not do so if use by the other org or its personnel is found to interfere with the FORM or FUNCTIONING of the Org in possession.

STATS

Day Org and Foundation Stats are kept and computed separately. When there is a question of which org a stat belongs to the following policy applies:-

THE STAT BELONGS TO THAT ORG, DAY OR FDN, WHOSE PRODUCTION IT MEASURES OR REFLECTS.

Thus in the case of GI it goes to the org which will deliver the service, regardless of what time of day it is taken in. This separation is handled by having different invoice machines for Day and Fdn. (See HCO PL 11 Aug 72 Issue III "Foundation Income" for further details.)

PERSONNEL

The Day and Foundation Orgs each have their own staffs. Some personnel may be members of both staffs (holding different posts in each org during different hours) but they function under the Executives of the Org they are presently working for and are not at that time under the orders of the other Org.

DAY EXECUTIVES MAY NOT "RIP OFF" FOUNDATION PERSONNEL NOR USE THE FOUNDATION AS A PERSONNEL POOL AND LIKEWISE FOUNDATION MAY NOT "RIP OFF" DAY PERSONNEL.

(Definition of "rip off" - Slang Scn staff expression meaning "Take without exchange." Can be applied to personnel, money, anything.)

Violation of the above resulted in one Foundation going into a decline as, over a period, Day Org took several key Foundation execs with no exchange given.

Directors of Personnel and Dept 1s should work hard recruiting and hatting now to rapidly achieve the ideal of Day and Foundation Orgs competently staffed with different executives and personnel in each, with Day personnel training for full Foundation hours in the Foundation and Foundation personnel training during full Day hours in the Day Org, so as to markedly raise the proficiency of their staffs and the viability of their orgs.

STUDENTS

Where Day Students also wish to study at night, they may do so on Foundation hours but FOUNDATION students have priority on the recorders, packs and space. The Day students studying at night are not entitled to Supervision from Foundation Supervisors.

PCs

Where day pcs are being audited also at night the Auditor shifts from day org to foundation for the night period. The practice should not be encouraged.

MOONLIGHTING STAFF

Staff that moonlight evenings should work Day hours only. Staff that moonlight days should work foundation and week end hours only.

Periods off post to moonlight are expressly forbidden.

Moonlighting is discouraged. The right answer is for the org to function and make money and pay its staff.

Any org, Day or Foundation, that does not make a GI divided by staff of \$500 minimum is an off policy, unhatted badly run org and should pull up its boots so it doesn't have to moonlight.

The Policy Letters listed at the beginning of this issue tell you how to organize and develop a Foundation. They are extremely clear. They also give you the only points where Day Org and Foundation cross administratively. Such points are very few and are minor. The two orgs are separate and MUST be considered and function as such.

As the above may be a major change in some orgs, care must be taken in the implementation of this Policy Letter not to crash stats but to keep them, both Day Org and Foundation, up and rising.

Therefore a period of 2 months is allowed for full implementation of this PL - deadline 11 October 1972. (It is not expected that Day and Fdn Orgs will have staffs of entirely different execs and personnel by that date though that program should be well underway.)

Any attempt to implement this PL destructively so as to crash stats then blame the crashed stats on this PL will be considered to be a Suppressive Act and the subject of a Committee of Evidence.

LRH:TD:nt
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