

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 APRIL 1973
ISSUE IV

Remimeo
All Orgs
COs/EDs
HAS
Dir Personnel
Recruiter/PPO
PCO

Personnel Management
Series No. 1

FLAG CENTRAL PERSONNEL OFFICE

(PL References: Personnel Series; 27
January 1958, DUTIES OF PERSONNEL
POST; 22 February 1969, PERSONNEL
PLACEMENT AND PURPOSES; 8 December
1968, DEPT ONE ADMIN-SERVICE RECORDS;
27 January 1970, TECH ADMIN RATIO AND
LRH COMM ASSIGNMENT.)

The Flag Central Personnel Office exists on Flag headed
by the Central Personnel Officer, with a command line into
the Department One of every org as outlined below.

PURPOSE

The purpose of the Cental Personnel Office is: TO
HELP LRH ACCOMPLISH INTERNATIONALLY RECRUITED PERSONNEL
WELL TRAINED BEFORE PLACING AND ALL PERSONNEL WELL AND
PROPERLY POSTED.

The purpose is achieved by insuring that each individual
org is recruiting and hiring, is training personnel before
placement, and is posting personnel well and properly and
continuing staff training in accordance with all Personnel
policy.

MOTTO

The motto of the Central Personnel Office is: POST
SECURITY FOR ALL.

MAJOR FUNCTIONS

The major functions of the Central Personnel Office
are:

1. Sea Org and Org Publicity: (Promotion,
printing, distribution of posters, flyers,
info booklets, etc; Tours, org repute and
image; org personnel survey mailings and
tabulations.)
2. Recruitment and Personnel Procurement:
(Recruit and hiring info and reports, Fast
Flow line policing, Routing & Info Forms
establishment and use, recruiting and
hiring programs, recruit-applicant files,
letter writing, interviews, contracts,
recruit and hiring stats.)

3. Personnel Coordination: (Personnel prediction, planning; posting and utilization, review and correction; personnel records and data collection, personnel files, org complements, crew/staff lists, tech:admin ratios.)
4. Personnel Training Coordination: (Basic training supervision - Product O and/or SS I and II for new staff, Station Ship liaison, post hatting and apprenticing, further admin and tech training.)

Each of the above functions is supervised and/or carried out within a separate branch of the Central Personnel Office.

ORG BOARD

Flag Central Personnel Office

Flag Central Personnel Officer

Sea Org and Org Publicity Branch	Recruitment & Personnel Procurement Branch	Personnel Coordination Branch	Personnel Training Coordination Branch
SO and Org Publicity Chief	Recruitment & Personnel Procurement Chief	Personnel Coordinating Chief	Personnel Training Coordination Chief

The above gives the basic Org Board for the Central Personnel Office. A full Central Personnel Office Org Board detailing posts and functions is to be issued.

PERSONNEL RECORDS AND DATA

The Personnel Department of every org, in addition to keeping its own personnel files for each staff member complete with Service Admin Record, test scores, OCAs, etc, is to:

1. Put into full use for all staff members the "Personnel Routing and Information Form". This form, which all orgs and units will receive shortly, calls for copies of each sheet of the form to be sent to Flag Central Personnel Office as well as copies filed in the org's personnel files for staff.
2. Send two copies of the Weekly Personnel List to Flag, one copy to the Central Personnel Office, one copy to Flag Data Files. The Weekly Personnel List is to include names of all staff; post, admin and tech training level, processing level for each staff; number of new staff recruited or hired;

number of staff on full-time training;
number dismissed or blown; number of staff
and who on leave; transfers, post changes
and any other pertinent personnel data,
plus the tech/admin ratio for the org.
(Reported in actual numbers as well as
ratio.)

The Personnel Coordination Branch of the Central Personnel Office on Flag is to have:

1. A file for every staff member in the world which contains that person's "Personnel Routing and Information Form", as well as any other data received on the person.
2. A file for each org and unit in the world which contains that org's Weekly Personnel List, to be sent in each week (in addition to the copy that is sent to Flag Data Files).

The above are the two main sources of information for the Central Personnel Office. However, any person may write to the CPO or send in additional data they think Flag should have on specific personnel or on org personnel matters for Central Personnel Files, but in each case A COPY MUST ALSO BE SENT TO THE FLAG DATA FILES and the fact noted on the copy to CPO. Such data will be used in evaluations done at Flag.

RESPONSIBILITY FOR PERSONNEL

CONTROL

The Central Personnel Office in no way replaces Department 1s in orgs nor does it relieve them of any of their functions and responsibilities as set forth in existing policy. Rather the CPO exists to insure via the Command channel shown below, that Department 1s do carry out their full functions.

Personnel procurement (recruiting and hiring) and personnel control - i.e., basic training, hatting, posting, further training, apprenticing, as well as prediction and planning and the org's tech/admin ratio - is still ENTIRELY THE RESPONSIBILITY OF THE DEPARTMENT ONE OF EACH ORG OR UNIT. Personnel policy is set forth in already published issues for each Department One to follow in regard to personnel control. Such control is NOT the function of the Central Personnel Office. However, the Central Personnel Office keeps a close watch on the handling and control of personnel in each org and where policy violations occur (such as failure to recruit or hire, hat, train, or musical chairing, mis-posting or an out-tech/admin ratio) the matter will be evaluated at Flag and action taken.

The primary concerns of the Central Personnel Office are to insure that personnel policy is forced in on Department 1s, and that each Department 1 in every org and unit around the world is fully functioning with proper, on-policy personnel handling in high volume. Also to

coordinate personnel matters as necessary, as well as safeguarding the post security of individual personnel.

COMMAND LINE

The command line from the Flag Central Personnel Office is as follows:

FLAG CENTRAL PERSONNEL OFFICE

ORG'S PGM CHIEF, FLAG

ORG'S PGM CHIEF, FOLO

ED/CO

HCO AREA SEC

DIR PERSONNEL

Most orders, however, will appear in the form of targets in an org's program. Orders originating from Flag to orgs regarding personnel moves or transfers must first be approved by the Central Personnel Coordinating Chief to be valid, and such must always take the tech/admin ratio of the org into consideration.

(NOTE: The FLAG PERSONNEL PROCUREMENT OFFICE is an entirely separate office on Flag. It is NOT part of the Central Personnel Office. Its purpose is solely to bring SO veterans and proven Sea Org members to Flag. As such it liaises with the Central Personnel Office as necessary, but is an entirely separate and distinct office of its own.)

STATISTICS

The major stats of the Central Personnel Office are:

1. International AO/SH Tech:Admin Ratio
International (Class IV Orgs) Tech:Admin Ratio
2. Personnel Stat by a points system which reflects quantity and quality of personnel handling in orgs (one for International AO/SHs, one for International Class IV Orgs).

Both of the above stats are covered in detail in a following Policy Letter.

VALUABLE FINAL PRODUCT

The VFP of the Central Personnel Office is:

RECRUITED PERSONNEL WELL-TRAINED AND PROPERLY POSTED.

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