

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO POLICY LETTER OF 2 SEPTEMBER 1974
Applies to
Scn and SO
Orgs.

IMPORTANT

RECRUITING AND HIRING

Ref: Pages 121 to 144 Vol 1 OEC
regarding Personnel hiring and
status and FO 3155R.

ANY DIVISIONAL SECRETARY MAY RECRUIT OR HIRE STAFF FOR
HIS OWN DIVISION.

The Divisional Secretary may use the staff in his own
division.

Representatives of Networks in an Org or a Continental
Office may also take advantage of this policy letter.
Divisional Secretaries of FOLOs are included.

The org that hires or recruits staff may retain that
staff.

It is only required that:

- (a) The person be placed on a routing form for
new personnel in his org.
- (b) That any unusual pay arrangement or any pay
arrangement be passed by FP and that the findings
of FP are superior to or senior to any verbal or
written promise to the person by the Divisional
Secretary.
- (c) That Staff Status HCO P/L 4 Jan 66 Issue V
Page 131 Vol 1 OEC is followed, (the word
"Review" in that P/L is replaced by "HAS". The
word "Chaplain" in that P/L is replaced by "LRH
Comm". The "Provisional" Time Period in that
P/L is reduced to 45 days from one year.)
- (d) To become "Permanent" and be entitled to
training or auditing and post protection the
person must have signed a 2 1/2 year contract.
For F/T training it must be a 5 year contract,
both contracts beginning at the end of any
such Permanent Status.

SO

- A. The person signs an SO Contract.
- B. At the end of 45 days he must pass a Fitness Board
and have a recommendation by his Divisional Secretary.
- C. He must attain the status of a Product 0 per FO
3155R before he receives other training or auditing on a
part time basis.

D. He may not receive F/T auditor or admin training until he is a Product 2, FO 3155R.

E. He may not hold any rating or rank other than "Swamper" until he is a Product 2.

If a Divisional Secretary does not have his staff on individual stats, if his staff is not busy actually producing viable products, he may lose such staff by transfer ordered by the HES or Supercargo:

- i) By published order.
- ii) When the Div Stats are downtrending, Emergency or lower, for 3 consecutive weeks.
- iii) When the Div Secretary has neglected the rules of this P/L, such as not getting his staff to Provisional-Staff Status 1 or Product 0 in a reasonable time or not having them on individual stats or routing them for org boarding.

All these conditions i to iii must be present for a Divisional Secretary to have staff he recruits transferred out of his division.

In the case of an ORG, it may have staff transferred out of it only when it is in Emergency by trend of six weeks on Paid Completions or GI, when it is found to have falsified its stats, if it does not have an active Qual Cramming doing an honest job OR when its Cash Bills tend toward insolvency.

Nothing in this P/L restrains the ordering of a veteran to Flag as Flag furnished the veterans in the first place, but there must be adequate replacement.

No person recruited by a Divisional Secretary may be sent at org expense to a higher org for Training or Grades. But if trained, may replace a fully contracted staff member who has been reliably producing at the org to do so.

ANY DISPUTES ARISING BY REASON OF THIS P/L ARE TO BE RESOLVED BY THE CONTINENTAL LRH COMM.

Nothing in this P/L relieves the HAS or Flag Personnel Procurement Officers or any Recruiter of his duties or responsibility for recruiting.

LRH:nt
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FOUNDER

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