

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo  
All Staff

HCO POLICY LETTER OF 24 OCTOBER 1976RD  
ISSUE I  
REVISED 4 DECEMBER 1979

(Ellipsis indicates deletion.)

EX-STAFF FREE SERVICE

There are some practices and misconceptions in services to staff members which need correction and policy, effective at once.

BEGINNING SERVICES

No new staff member may have free org service until he has signed a contract, attained Staff Status Zero and has a stat and demonstrated he has produced on post.

SERVICE AFTER CONTRACT

A practice has occasionally been found of a staff member approaching the end of his 2½ or 5 year contract and then just before it is up, taking a leave of absence and thereafter continuing to obtain free services from an org as a staff member.

Besides being dishonest, this is made extremely illegal and any person receiving such service under these or similar conditions may not only not have further service but owes the org for all free services so obtained.

. . .

SCHOLARSHIP & DISCOUNTS

Partial cash scholarships are being offered to public which count on their course fees. Its purpose is to remedy the scarcity of trained auditors and is intended to take over from psychs and people should be told so.

A person to be trained by the org at no or discounted fee must sign a 5 year contract in advance with the beginning date at the completion of his training.

Failure on the course does not end the contract, which remains valid as a staff member.

Persons leaving the Tech Training Corps before completing their training or their contract shall be billed for and pay for that training and any org services obtained during that period.

RIP-OFF BY MISSIONS

Should any org staff, technical or admin, be found to have left staff before contract expiry and joined a mission, the mission is responsible for the payment to the org of all costs of training and processing of that person with the addition of a \$2,000.00 fee "for apprenticing the mission's staff".

This rule is retroactive as the practice has been flagrant.

PC RIP-OFF BY MISSION

Any mission found to be continuing the processing of any org pc within two years of the pc's last service at the org shall be subject to a fine of \$10,000.00 and its mission status reviewed by the Guardian Office.

L. RON HUBBARD  
FOUNDER

Revision assisted by  
FMO 1674 I/C

Re-revised by  
L. RON HUBBARD  
Assisted by  
Anna Nordloff  
Int Cross Check Br Dir  
Int HQ

Re-revision assisted by  
Arden Hansen  
FMO 2025 I/C

Re-re-revision assisted  
by Commodore's Staff Captain

Approved by  
Watch Dog Committee

for the

BOARDS OF DIRECTORS  
of the  
CHURCHES OF SCIENTOLOGY