

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 NOVEMBER 1976

Remimeo  
HCOs  
QUALS  
ALL STAFF

URGENT

STATISTIC CHANGE, GROSS DIVISIONAL  
STATISTICS, HCOs AND QUALS  
OIC TELEX CHANGE

(Effective 25 November 1976.  
First report 2 December 1976.)

Lack of recruitment and full staff training is contracting orgs.

Therefore on 25 Nov 76 for the first report on 2 Dec 76, the following stat change occurs in HCOs and Quals Internationally.

They are reported in the same place in the OIC cable as the Gross Divisional Statistic they replace:

HCO GROSS DIVISIONAL STATISTIC becomes:  
NUMBER OF QUALIFIED STAFF RECRUITED OR  
HIRED FOR THAT WEEK.

This is calculated on a point system as follows:

SO ORGS

- Routine personnel, SO Contract - 1 bonus point
- Newly recruited HSDC - 2 bonus points
- Newly recruited Class IV - 4 bonus points
- Newly recruited Class VI - 6 bonus points
- Newly recruited Class VII - 7 bonus points
- Newly recruited Class VIII - 8 bonus points
- Newly recruited fully trained Course Supervisor - 5 bonus points added to Class
- Newly recruited Case Supervisor - 5 bonus points added to Class
- Estates type fully qualified already by specialist certificates in trade - 3 bonus points
- FEBC - 10 bonus points
- OEC - 5 bonus points

Note: Persons not signing an SO Contract or non-SO staff hired do not count on the SO stat.

CLASS IV ORGS

- Newly hired routine personnel, no contract - 1 bonus point
- Newly hired personnel, 2½ year contract - 3 bonus points
- Newly hired and 5 year contract - 5 bonus points
- Newly hired HSDC - 2 bonus points
- Newly hired Class IV - 4 bonus points
- Newly hired Class VI - 6 bonus points
- Newly hired Class VII - 7 bonus points
- Newly hired Class VIII - 8 bonus points
- Newly hired fully qualified Course Supervisor 5 bonus points
- Newly hired fully qualified Case Supervisor- 5 bonus points

- Newly hired fully qualified Word Clearer-  
2 bonus points
- Newly hired Estates personnel fully qualified by  
certificate in trades - 3 bonus points

Note: Persons hired must be for units to qualify,  
persons hired by special pay arrangements do not  
qualify for stat.

Example of computation: Newly hired personnel on 2½ year contract who is a Class IV would give a total of 7 points. The bonus points only apply to the highest certificate. If he is also a word clearer and HSDC, these do not count. The bonus points only apply ONCE to one person. In all cases it is person plus contract plus 1 bonus point.

No promises as to service from the org to the person or his family may be made by the SO or Class IV orgs.

A person may not be newly hired or contracted in the same year and persons who blow may not be re-hired.

QUAL DIVISIONAL STATISTIC becomes:  
FULLY QUALIFIED AND TRAINED STAFF  
MEMBERS IN THE ORG, CUMULATIVE.

This is calculated on a point system.

By FULLY QUALIFIED is meant: (1) Not PTS or PTSness fully handled, (2) No drug history or DRD fully completed to an acceptable success story, (3) No R/Ses or all R/Ses fully handled, (4) OCA all above center line, (5) Aptitude acceptable, (6) Leadership scores acceptable, (7) No criminal history or criminal history and tendencies fully handled.

By TRAINED is meant: (1) Fully hatted for his post by an approved not mini hat checksheet for that post, (2) Trained fully to graduation and Internship for the Admin or Technical skills ideally acceptable for that post, (3) Training validated by acceptable stats for that post. Note: Any department head must have done the OEC volume fully in formal study for his division, any Divisional head must have done the OEC and any CO or ED or Deputy must have done an FEBC. No technical post may be considered fully trained unless also fully interned in a competent internship.

No case levels may be required of staff to qualify for a stat with the exception of C/Ses, Auditors, Supervisors, and Word Clearers for Advanced Courses where the case level must be equal to or higher than the Advanced levels being C/Sed, audited, supervised, or word cleared.

The Qual points cannot apply to anyone who is not FULLY QUALIFIED by above definition or trained for his post by the above definition.

When fully trained for his post, the points that apply to the stat are as follows:

- Fully qualified, trained and hatted for his post-  
1 bonus point
- Fully FEBC, trained and interned (regardless of what post he has been hatted for)- 10 bonus points
- OEC, trained and interned (regardless of what post he is hatted for)- 8 bonus points
- Dean of Technology (HCO PL 24.10.76 Iss III)-  
15 bonus points

- Senior Case Supervisor (HCO PL 24.10.76 Iss. III) on C/S post - 10 bonus points
- Professor (HCO PL 24.10.76 Iss III) on Div IV or V post - 8 bonus points
- Class VIII on any Tech or Qual post - 8 bonus points
- Class VII on any Tech or Qual post - 7 bonus points
- Class VI on any Tech or Qual post - 6 bonus points
- Class IV on any Tech or Qual post - 4 bonus points
- Fully trained Word Clearer on a Tech or Qual post - 2 bonus points
- HSDC on a Tech or Qual post - 2 bonus points
- Fully qualified, by trade certificate, or any Estates post - 3 bonus points
- HEJSC on an HCO post - 5 bonus points

Note on internal point adjustment: where the above bonus points only apply to a division or post, when the person is transferred out of that division or off that post, the bonus points must be subtracted from the Qual Stat.

Note: Where the person has not been interned on a proper internship, the Class points do not count.

#### DISPOSAL OF FHS AND CRAMMING STATS

The existing GDS of HCO, Fully Hatted Staff, becomes the stat of the Hatting Unit of the Staff Section of the Department of Personnel Enhancement. All papers and any personnel relating to staff hatting now in Dept One are transferred to this unit. Org Bd P/Ls and issues are to be adjusted so that this function now occurs, and all these qualifying and training functions occur in the Staff Section of the Department of Personnel Enhancement in Qual under the Staff Section Officer.

The existing Qual GDS of Cramming is shifted to becoming the stat of the Cramming Section. Org Bd issues are to be adjusted accordingly.

Regardless of forthcoming issues on the Org Bd, every org must have a Staff Section under a Staff Section Officer who monitors and keeps the files and does the actions necessary to obtain this Qual Stat.

HCO Org Bds delete hatting actions but otherwise remain the same as previously.

#### PENALTIES

The HCO recruitment stat is penalized double value for any ineffectiveness in Qual. These ineffectivenesses could occur by failing to establish and man up the Staff Section.

The penalty consists of any staff blow not recovered within one week, any staff leaving without contract renewal (or without obtaining a replacement or turning over the hat and fully apprenticing the new personnel -- who must have equal qualifications and training).

HCO loses all its stats for that week if there is no active and effective Qual Sec and Staff Section Officer on post for any three days of that week, or if the Staff Section staff is inadequate or is not working towards its stat.

Qual loses all its stats for any one week if any falsification of the qualifications or training is found in addition to any other ethics action taken.

The ED or CO of an org loses ALL his paid comps for any week he is found not to have a full time competent Recruiter on post, an HAS, a Qual Sec, a Staff Section Officer or the courses and materials necessary to hat and interne his staff and the facilities to do so. He is also subject to immediate Comm Ev and removal if his org becomes insolvent by failure to sign up and deliver to the public.

QUERIES

Any query or attempted interpretation of these stats or penalties must be referred to the LRH Comm for immediate forwarding through the LRH Comm Network to its command channels and to me. No other revisions or altered interpretations are permitted.

L. RON HUBBARD  
for the  
BOARDS OF DIRECTORS  
of the  
CHURCHES OF SCIENTOLOGY

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