

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 NOVEMBER 1976

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Admin Know How 36

Organizational Series 36

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MANNING UP AN ORG

The Sequence of Posting Depts and Divs

You need an Org Bd first and an Allocation Board.

The sequence in which an Org is manned up is roughly:

- Dept 1
- Dept 11
- Reg and Body Routers and  
Intro people in Div 6
- Dept 12 (enough Auditors  
and C/Ses to approach 2  
Admin to 1 Tech in org)
- Dept 6
- Dept 7
- Dept 3
- SSO and Supers in Qual to  
train staff
- Dept 5 for CF Address and  
Letter Reges
- Dept 4 for Promo
- Dept 21 (LRH Comm)
- Dept 10
- Dept 20
- FR & Execs
- Full Div 6
- Full Div 1
- Full Div 4
- Full Div 2
- Full Div 5
- Full Div 7
- Full Div 3

(Note, an AO always mans up the AO Dept or Div along  
with the SH one in each case.)

Wrong sequence of manning is Dept 6, Dept 12, Dept 6,  
Dept 12, Dept 6, Dept 12, as you wind up with a stuck clinic  
that won't expand.

Wrong sequence will contract an org while trying to  
expand it as the org will go out of balance, bad units,  
noisy and unproductive.

If manned in a correct sequence its income has a chance to stay abreast of its new staff additions.

Emphasis on GI without comparable emphasis on delivery and organization can throw an org into such a spin only a genius can run it.

Manned in proper sequence, and hatted as it goes, an org almost runs itself.

Single handing from the top comes from longstanding failures to man or man in sequence, from earlier non-compliance with explicit orders or from not understanding orgs in the first place.

An unhappy org that doesn't produce has usually been manned only partially and out of sequence.

The trick is planned manning, ignoring the screams of those who know best or demand personnel; just manning by posting those who have been screamed for the loudest is a sure way to wind up with no people and total org problems instead of a total org that is prosperous and producing.

Incidentally this is a rough approximation of the sequence of hats the ED gradually unloads as his org takes over.

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FOUNDER

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