

FOR ALL CLASS IV & SO ORGS

EXECUTIVE DIVISION

FUNCTION ORG BOARD

DEPARTMENT 21

OFFICE OF LRH

LRH COMMUNICATOR

- Makes Ron's postulates stick.

D/LRH COMM

- Organizes the LRH Comm Office for greater production.
- Keeps LRH Comm's lines straight and assists him to do his job.

LRH COMM SEC

- Keeps all admin, files, program folders useable and in good order.

COORDINATION SECTION

LRH COMM (or OFFICE MANAGER in a large Office of LRH)

OBSERVATION, COORDINATION & UTILIZATION UNIT

- Sees that inspections are done routinely of Ethics, Tech, Admin and Estates.
- Collects up inspection checklists and reviews them for data and coordination.
- Collects up Situation Reports from office staff and verifies handlings.
- Forwards reports to Network Seniors.
- Relays vital obs data at once to org execs and N/W seniors.
- Sees that obs data is utilized in planning and situation/handling.

PLANNING UNIT

- Sees that Sit/Handlings are actually done, by the responsible Dept 21 staff member.
- Utilizes Obs and Inspection data by LRH Comm, KOT, Ests Mgr in planning.

- CED Pgms and Pjt writing based on obs and inspection data; Pgms and Pjts written by responsible office personnel.
- Evaluation of emergencies done by respective staff of the office.
- Evaluation for expansion programs of the org.
- Programming of Source materials on Org Form, recruiting, hatting, lines and terminals, PRAC, and on the org's position in the SO/Scn Network, by LRH Comm.
- Programming of Source materials on Personnel Enhancement, delivery of Training to staff and public, delivery of auditing to staff and public, and on any other aspect of delivery by the KOT.
- Liaison on planning and programming with Org Execs.
- Approvals of CED evals and programs by N/W seniors.

#### OFFICE OF LRH COORDINATION UNIT

- Regularly battle plans activities of Dept 21 staff based on planning and programs.
- Sees that Command Intention is known and followed by Office staff.
- Coordinates LRH Comm/KOT/Ests/D/LRH Comm actions against battle plans and programs.
- Adjusts activities where they conflict.
- Sets out product checklists and quotas production of the Office.
- Reports on activity and products of the Office to N/W seniors.
- Sees that standard LRH Comm/KOT/Ests reports are sent on N/W lines and are on time and complete.

#### EXECUTIVE COORDINATION UNIT

- Attending Ad Council.
- Sees to existence and functioning of Ad Comm.
- Vetoes off-PL orders or actions by execs and Councils with reference to exact PL violated.
- Guides and helps to coordinate execs and Council actions, by reference to Policy and directives.
- Reporting of exec and Council actions to N/W Seniors.
- Liaison with FR, GO and FBO N/Ws on LRH intention.
- Watches for any off-PL orders from org or from Management Execs and alerts N/W seniors.

- Briefs org execs on LRH intention.
- Polices and knocks out cross orders to LRH orders, programs and policy.

PLANNING REVIEW UNIT

- Sees that planning is actually completed and complied with.
- Reviews all programs, projects and plans for completeness.
- Reviews CED Evals for results -- final targets.
- Forwards completed programs and their folders to N/W seniors.
- Reviews plans and programs written by org execs for coordination and on-Policyness.

LRH COMMUNICATIONS SECTION  
LRH COMMUNICATOR

ADMIN INSPECTIONS UNIT

- Does LRH Comm org checklists.
- Inspections of HCO, its condition, production, and Ethics level.
- Inspection of org flow lines and terminals.
- LRH Comm Log Analysis inspections.
- Extreme Condition Reports (ECRs).
- Sends inspection results and reports to Coordination Section for coordination and forwarding to Network seniors.

AUTHORIZATIONS UNIT

- Receives org promo and issues for Authorization.
- Receives Ethics issues for Authorization.
- Carefully checks promo and issues for correctness.
- Rejects off-Policy submissions quoting violated Policy.
- Cancels off-line issues.
- Corrects originators of off-line and false issues.
- Sees that the org Mimeo is functioning and producing.
- Maintains control and use of the Seals and Signature.

SO-1 UNIT

- Sees that staff and public have SO 1 letter boxes in the org and know where they are.
- Gets SO 1 stationery on hand in good quantity.
- Encourages public and staff to write LRH.
- Mailslips and sends off SO 1 letters daily.
- Receives LRH answers for relay to recipients.
- Carries out handlings of situations brought up on SO 1 lines.

LRH PUBLIC RELATIONS UNIT

- Sets up and maintains an LRH Office in the org.
- Makes LRH real to staff and sees that he is known and understood in the org.
- Keeps the org on Source.
- Posts up authorized photos of LRH throughout the org.
- Carries out any LRH PR activities as directed by N/W seniors.
- Reports on and enhances LRH's image in the org and area.

LRH COMPLIANCES UNIT

- Sit/Handling actions and reports as coordinated with Office and Org Execs.
- Receipt and relay of orders, EDs, PLs, HCOBs.
- Receipt and duplication on relevant staff.
- Relay of authorized LRH Comm programs.
- Makes known new LRH issues to all staff and sees they are distributed.
- Personal working on compliances.
- Verification of compliance and its actual results.
- Log analysis for undone orders.

ADMIN SUB-UNIT

- Files of LRH issues and orders.
- Program folders and logs.
- Logging, nudging, and acking compliances.
- Forwarding of compliances on N/W lines.

ESTATES SECTION  
ESTATES MANAGER

ESTATES INSPECTION UNIT

- Routinely inspects premises for cleanliness and operation of equipment and facilities.
- Does weekly Ests inspection checklists and forwards to Coordination Section for review and forwarding to N/W seniors.
- Notes outpoints for immediate correction.

PREMISES PLANNING UNIT

- Coordinates and clears all planning through Coordination Section.
- Plans out premises needs for the org in keeping with existing planning and command intention.
- Does and gets approval on any space allocations or changes in the org.
- Handles acquisition and disposal of org premises as directed and approved by N/W seniors.

REPAIR CONSTRUCTION AND RENOVATION UNIT

- Handles repairs and maintenance of org machinery, equipment and premises.
- Plans, gets approval of, and handles any renovation of org premises as cleared by Coordination Section.
- Schedules work to be done on Job Cards.
- Executes work cycles as laid out and approved.

CLEANING UNIT

- Sees that cleaning stations are assigned to staff and are done in liaison with Org Execs,
- Undertakes routine cleaning of the org.
- Does inventories of cleaning equipment and supplies.
- Liaises via Coordination Section with FP Comm to obtain cleaning and facility supplies.
- Estates Project Force (EPF -- SO Orgs Only) work assignment and supervision.

SERVICES UNIT

- Handles any special services not covered by any other Ests unit or section.
- Nursery and child care facilities and personnel.
- Any berthing or staff housing services.
- Liaison for public housing and services.
- Any food services as applicable.

TECH AND POLICY KNOWLEDGE SECTION  
KEEPER OF TECH AND POLICY KNOWLEDGE (KOT/PK)

DELIVERY INSPECTIONS UNIT

- Red Tags inspection.
- Courseroom observation.
- Claims Verification Board (CVB) liaison.
- VIP and celebrity alerts.
- Sees that there are no backlogs of undelivered service to public. Alerts org execs to any that exist.
- Observes for any public or staff BIs and investigates.
- Tech and Qual Divisional checklist inspections.
- Forwards inspection results and reports to Coordination Section for review and forwarding to N/W seniors.

TRAINING ESTABLISHMENT UNIT

PUBLIC COURSES SUB-UNIT

- Sees that Tech Div establishes the space, materials and personnel needed for each course offered to public.

- Assists as needed or acts directly to establish public courses.
- Oversees Technical quality of Training and gets any needed correction done by Qual.
- Routinely inspects and enhances public courses.
- Gets Qual and Tech able to correct training.

STAFF TRAINING SUB-UNIT

- Sees that Qual establishes all courses for staff as set out in policy.
- Sees that Qual gets staff to attend study.
- Follows up with inspections and handlings to ensure that courses remain established and in-Tech.

CORRECTION ESTABLISHMENT UNIT

- Sees that there is a Qual Library with LRH tapes, books, packs, HCOBs, PLs and other reference materials.
- Sees that Tech and Admin cramming exists and is of high quality, and is routinely used.
- Ensures that Qual is capable of correcting the org and does so.

TECH ACTIONS UNIT

- Sit/Handlings and reports as coordinated with Coordination Section and Org Execs.
- Alerting of org execs to Tech Sits for coordination and action.
- Correction of out-Tech or off-Policy Tech lines and functions via Qual.
- Executes CED evals and programs as approved by N/W seniors and coordinated with Office staff and Execs.
- Executes orders and programs from N/W seniors and LRH and forwards compliance reports on N/W lines.

---

DEPARTMENT 21 VALUABLE FINAL PRODUCT:

THE TECHNOLOGY OF DIANETICS AND SCIENTOLOGY AND ITS PRODUCTS.

---

DEPARTMENT 20

OFFICE OF THE CONTROLLER

MARY SUE HUBBARD, THE CONTROLLER

OFFICE OF THE GUARDIAN  
ASSISTANT GUARDIAN

INFORMATION BUREAU  
AG INFO

INFORMATION BRANCH ONE

- Information Collection Section
- Information Operation Section
- Information Branch One CIC Section

INFORMATION BRANCH TWO

- Information Investigations Section
- Information Handling Section
- Information Branch Two CIC Section

PUBLIC RELATIONS BUREAU  
AG PR

PR BRANCH ONE

- PR Planning Section
- PR Actions Section
- PR Liaison Section
- PR CIC Branch One Section

PR BRANCH TWO

- PR Information Section
- PR Operations Section
- PR Branch Two CIC Section

PR ARCHIVES BRANCH

- PR Library Collection Section
- PR Library Filing Section
- PR Library Index Section

LEGAL BUREAU  
AG LEGAL

LEGAL BRANCH ONE NON-LITIGATION

- Legal Investigations Section
- Legal Handling Section
- Legal CIC Branch One

LEGAL BRANCH TWO LITIGATION

- Legal Research Section
- Legal Actions Section
- Legal CIC Branch Two

FINANCE BUREAU  
AG FINANCE

FINANCE SUPERVISION BRANCH

- Comm and Distribution Section
- Reports Section
- Premises CSWs Section
- Forming Org Checksheet Section
- Validations and Awards Section

FINANCE ACTIONS BRANCH

- Report Correction Section
- Telex and Dispatch Handling Section
- Data Analysis Section
- Danger Handling Section
- Apprenticing Section

FINANCE AUDIT BRANCH

- Audit Enforcement Section
- Audit Review Section
- Audit Handling Section
- Tax and Corporate Section
- Executive Income and Tax Section

FINANCE CIC BRANCH

- Data Section
- Boards Section
- Stats Section
- Programmes Section
- Picture Summary Section

SOCIAL CO-ORDINATION BUREAU  
AG SC

PUBLIC RELATIONS AND CONSUMPTION BRANCH ONE

- Long Range Planning Department
- Compilations Department
- Sales Management Department

HUMAN RIGHTS BRANCH TWO

- Establishment Department
- Human Rights Operations Department
- Enhancement Department



SOCIAL REFORM BRANCH THREE

- Establishment Department
- Social Reform Operations Department
- Enhancement Department

REHABILITATION BRANCH FOUR

- Establishment Department
- Rehabilitation Operations Department
- Enhancement Department

CIC BRANCH FIVE

- Data Files Department
- Stats Department
- Programmes Department

---

DEPARTMENT 20 VFP:

ACCEPTANCES OF SCIENTOLOGY.

---

DEPARTMENT 19

OFFICE OF THE EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR

ORG PRODUCTION SECTION

D/EXEC DIR FOR PRODUCTION

- Divs 7, 1, 2 production and production debugs.

D/EXEC DIR O/O

DD/EXEC DIR FOR PRODUCTION

- Divs 3, 4, 5, 6 production and production debugs.

DD/EXEC DIR O/O

INSPECTION UNIT

- Statistic Inspection
- Inspections of Executives, their areas and production, Products 1-4.
- Inspections of Divisions and their areas and production, Products 1-4.
- Inspection of public for quality of org products.
- Divisional Quality Checklist inspections.
- Product and sub-product checklists inspections.

PRODUCTION SUPERVISION UNIT

- Production targetting against product and sub-product checklists.
- Production demanding.
- Targetting and follow-ups.
- Production supervision.
- Debugs of production, Products 1-4.

PLANNING SECTION  
PLANNING OFFICER

PRODUCTION PLANNING UNIT

- Evaluations to locate production bugs.
- Project writing and targetting of actions to handle production bugs.
- Production planning and targetting.

EXPANSION PLANNING UNIT

- Liaison with Office of LRH on expansion planning and evaluation.
- Liaison with Exec and Ad Councils to assist with expansion planning.
- Expansion and long range program and project writing.
- Expansion planning and targetting.

PROGRAMS UNIT

- Plans and programs review for success.
- Liaison with FR on org programs.
- Liaison with LRH Comm on LRH programs and orders.
- Debugging.
- Program briefings.

COMMUNICATIONS UNIT

EXEC DIR COMMUNICATOR

- Delivers and gets compliance with Exec Dir orders.
- Comm expediting to and from the ED.
- Logging, nudging, filing for ED.

ED PR UNIT

- Surveys of staff and publics.
- PR handlings.
- EDs issuance.
- Staff briefings.
- HE&R barriers to production located and handled.

COORDINATION SECTION  
COORDINATION OFFICER

PRODUCTION COORDINATION UNIT

- Product Conferences
- Battle Planning
- Briefing of execs on production actions.

EXEC COUNCIL UNIT

- Review of org production and statistics, assigns Conditions.
- Planning of actions and handlings.
- Ad Council actions and proposals, review of.
- Financial Planning.
- Direction of Ad Council and issuance of Executive Directives giving orders and planning.
- Liaison with LRH Comm for Policy references and guidance.

ADVISORY COUNCIL UNIT

- Assists Exec Council with recommendations of actions to take on production and expansion.
- Reviews promotional, income, and delivery activities of the org and proposes handlings to Exec Council.
- Convenes Bds of Investigation to look into pluspoint or outpoint situations.
- Examines statistics and proposes Condition assignments and handlings to Exec Council.
- Originates and recommends promotional plans.

ADVISORY COMMITTEE UNIT

- Reviews statistics and conditions in the respective Divisions.
- Proposes handlings, directives and Condition assignments to Ad Council.
- Plans out Divisional activities and production.

OFFICE OF THE HCO EXEC SEC

HCO EXEC SEC  
HCO EXEC SEC ORG OFFICER

HCO DIVISIONS PRODUCTION SECTION  
HES

INSPECTION UNIT

- Inspects statistics and production of HCO Divs.
- Inspects and reviews progress on org establishment.
- HCO Division establishment inspection.
- HCO Div production inspection.
- Income and Promotion lines inspection.
- Income and Promotion production inspection.

PRODUCTION SUPERVISION UNIT

- Production Targetting.
- Production demanding.
- Naming and checklisting of products.
- Targetting of production quotas.
- Targets follow-up.
- Production supervising.
- Production debugging.

HCO DIVISIONS ORGANIZING SECTION  
HES 0/0

HCO DIVISIONS ESTABLISHING UNIT

- Sees to correct posting and utilization of personnel.
- Sees that personnel are hatted and apprenticed.
- Sees that personnel know their products and sub-products.
- Establishes and maintains lines between terminals.
- Sees that lines are functioning correctly so they can produce their products.
- Sees that the organization is put there based on correct org bd and utilization.

HCO DIVISIONS ORGANIZATION CORRECTING UNIT

- Adjusts organization of lines and terminals to remedy low or no production as needed.
- Gets personnel hatted and crammed on goofs.
- Sees to provision of any needed equipment and material to further production.
- Follows up on production demand to ensure the organization can and will produce it.
- Adjusts checklists of products and sub-products where they are incorrect.

OFFICE OF THE ORG EXEC SEC

ORG EXEC SEC  
ORG EXEC SEC ORG OFFICER

ORG DIVISIONS PRODUCTION SECTION  
OES

INSPECTION UNIT

- Inspects statistics and production of the Org Divs.
- Inspects and reviews org delivery.
- Inspects and reviews Treasury lines.
- Inspects and reviews public inflow production.
- Inspects products of Tech and Qual for volume, quality and viability.

PRODUCTION SUPERVISION UNIT

- Production quotas.
- Targetting of quotas and stats.
- Naming and checklisting of products.
- Targetting follow-up.
- Production supervising.
- Production debugging.

ORG DIVISIONS ORGANIZING SECTION  
OES 070

ORG DIVISIONS ESTABLISHING UNIT

- Sees to correct posting and utilization of personnel.
- Sees that personnel are hatted and apprenticed.
- Sees that personnel know their products and sub-products.
- Sees that the org has plenty of trained Auditors, Supervisors, and C/Ses to deliver to public.
- Establishes and maintains lines in each Div and between divisions.
- Sees that the lines are functioning correctly so they can produce their products.
- Sees that the organization is put there based on correct org bd and utilization.
- Liaison with HCO for personnel needs.

ORG DIVISIONS ORGANIZATION CORRECTING UNIT

- Adjusts organization or lines and terminals. to remedy low or no production as needed.
- Gets personnel hatted and crammed on goofs.
- Sees to provision of any needed equipment and material to further production.
- Follows up on production demand to ensure the products can and will be produced.
- Adjusts checklists of products and sub-products where they are incorrect.

OFFICE OF THE FLAG BANKING OFFICER

FLAG BANKING OFFICER

ESTABLISHMENT BRANCH

OPERATIONS BRANCH

EXPANSION BRANCH

RESERVES BRANCH

OFFICE OF THE FLAG REPRESENTATIVE  
FLAG REPRESENTATIVE

OBSERVATION AND REPORTS SECTION  
D/FR FOR REPORTS

INSPECTIONS UNIT

- Investigations of situations.
- Checklisting of divisions and products.
- Routine inspections of the org, staff and execs.

REPORTS UNIT

- Concise reports of investigations written.
- Reports sent to Flag.
- Specially requested reports from Flag done and sent.

FLAG PR SECTION

FLAG SURVEYS UNIT

- Surveys conducted.
- Surveys data gathered.
- Surveys and PR data forwarded to Flag.

CAMPAIGNS UNIT

- Campaign compliance and execution.
- Campaigns debugging.
- Flag presence made real and understood.

COMPLIANCES SECTION

COMMUNICATION UNIT

- Receipt and duplication.
- Compliance obtaining.
- Debugging.
- Compliance verifying.
- Exec liaison.

ADMIN UNIT

- Logging and nudging.
- Filing.
- Compliance relay to Flag.

DEPARTMENT 19 VALUABLE FINAL PRODUCT:

A VIABLE PRODUCTIVE & EXPANDING ORG.