

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 NOVEMBER 1978

Re: memo

Admin Know-How Series 37

Personnel Series 29

HOW YOU HANDLE DEMANDS FOR PERSONNEL

(Ref: HCO PL 22 Sep 70 HATS
HCO PL 1 Jul 65 HATS THE REASON FOR
HCO PL 15 Sep 59 HATS AND OTHER
FOLDERS.)

HCOs get continual demands for personnel from all areas of an org. To keep an HCO from going mad with all these demands they must, on every request, (1) Have the Dir of I&R do a full utilization survey on the division, dept or section requesting personnel and (2) do a full hat inspection on all personnel in that division, dept or section.

Only if these two steps are done for each personnel request will sanity reign in HCOs on the subject of personnel.

HCO PL 15 Sep 59 HATS AND OTHER FOLDERS (Vol 0, Page 65), HCO PL 1 Jul 65 HATS, THE REASON FOR (Vol 0, Page 66) and HCO PL 22 Sep 70 HATS (Mgmt Vol, Page 211) must be well known by all staff in Depts 1 & 3.

Personnel can recruit madly, answering every frantic demand for personnel and yet HAVE THEM ALL WASTED for lack of full hats and full training on those hats.

The whole org can sag and even vanish under these conditions.

So personnel has a vested interest in hats being complete and staff trained on them. For personnel people cannot possibly cope with "no pay so can't hire anyone" and "no people so can't produce".

So for every demand for personnel ALWAYS demand a utilization survey AND an inspection of hats in that area.

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FOUNDER

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