## HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 23 DECEMBER 1979

Remimeo All Orgs

### TECH ADMIN RATIO

Cancels:

BPL 27 Jan 1970R TECH: ADMIN RATIO AND

LRH COMM ASSIGNMENT

BPL 5 Apr 1973R ALL ORGS - TWO ADDI-

TIONAL HCO GDSES

IMPORTANT: Effective date for reporting this revised statistic on the OIC Cable is for W/E 17 January 1980.

The Tech Admin Ratio of an org shows directly the survival potential of that org. A Tech Admin Ratio that is increasing shows that an org is expanding its delivery potential.

It is a key statistic that I keep my eye on closely.

Recently I was puzzled why, with orgs hiring and recovering staff, the Tech Admin Ratio did not show a more marked increase on the international statistic. I made some enquiries and found the Why. Complexity and false data in BPLs on how to count the Tech Admin Ratio have been added into what is basically a simple matter. The BPLs cancelled above contained conflicting data on what staff counted, one saying GO staff were on the statistic and the other omitting them. GO staff of an org do count as admin staff. Tech Services staff were omitted as tech yet they should count on tech as they are very valuable and necessary to the delivery.

## HOW TO CALCULATE THE STATISTIC

In any organization tech staff are those who are posted in the Technical and Qualifications Divisions (Divs 4 and 5) and more recently, tech staff can also include Supervisors posted full time in the Distribution Division.

Admin staff are those posted in all other divisions in all other parts of the org.

The definition of Staff is a person on a post, even if he is only expediting.

Staff Statuses have nothing to do with the calculation of the Tech Admin statistic and neither do Personnel Orders. If someone is on staff and on a post, even if expediting, he is counted on the statistic.

Ideally, you have one person on Technical staff to every two people in other areas of the org (Admin staff).

# FULL TIME TRAINING

To clarify the position of people in full time training, they do count on the statistic. Although not actually on a post, they are in training for a post, so count as a half point each. Those who are in training for a tech post count as half a point for tech staff and those in training for an admin post count as half a point on the admin staff. When their training is completed

you add half a point to each so they then count as a full point each.

A Technical Training Corps (TTC) and an Admin Training Corps (ATC) are vital to an org's future prosperity. The more Auditors, Supervisors, Word Clearers and executives you make today, the higher your delivery, GI and staff pay will be tomorrow.

So a wise HAS recruits, posts, trains and adds people to the Tech Admin Ratio. She keeps a strong liaison line in with the SSO to get the TTC and ATC members going rapidly through their training and onto permanent posts and then continues to recruit and fill up her Tech and Admin Training Corps.

## CONCLUSION

That is the totality of the computation of the Tech Admin Ratio statistic. Any statement in any earlier policy on how to calculate the Tech Admin Ratio which differs from this Policy Letter is hereby cancelled.

It is, as I said, a simple matter.

Your org will flourish and prosper by continuing to build up your Tech and Admin staff.

Let me see that happen!

L. RON HUBBARD FOUNDER

As assisted by Monica Quirino, CS-1

for the

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