

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 OCTOBER 1980
ISSUE II

Remimeo
Hats Officer
HAS

(Originally LRH OODs Item
of 6 June 1971)

Org Series 51

Personnel Series 34

A MAJOR DUTY OF THE HATS OFFICER

REF: HCO PL 7 JANUARY 1966 LEAVING POST

If you leave a post without turning over your hat and grooving in your relief, you are at risk. You can be called back for the next two years if that post goes wrong.

You must HAVE a hat in a folder and its write-ups (all of them) and you must turn it over.

The Hats Officer is supposed to see this is done. It is really his major duty. He must see that it is done and he must be able to attest that the relief or the post HAS and CAN DO and IS DOING the hat.

Hats, checksheets and packs are also furnished by the Hatting Section under Hats Compilations. These are issued as prepared. However there is ALWAYS a hat.

Anyone on post without a hat cannot be expected to be paid.

If a Hats Officer only compiles hats he unmocks the org.

The Hats Officer must be there in a flash at every post change and see that the hat, and duties of the post are turned over and the relief grooved in. Records, Assets and Materiel Dept 9 sees that the materials are turned over and are correctly inventoried or the Dir of RAM or the Treas Sec can be hit for any lost items.

This is an old, old drill.

There are standard ways to do things.

Any post not so turned over MUST be turned over correctly with hat and materiel or the org will shatter.

L. RON HUBBARD
FOUNDER

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