

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 OCTOBER 1980

Remimeo
Tech Divs in
AOs, St. Hills
Class IV Orgs
Missions

KEEPING SCIENTOLOGY WORKING

COURSE CHECKSHEET

(FOR NON-TECH TRAINED SCIENTOLOGISTS)

NAME: _____ DATE STARTED: _____

ORGANIZATION: _____ DATE COMPLETED: _____

This checksheet contains basic issues from the Keeping Scientology Working Series. It is VITAL that every Scientologist can and will Keep Scientology Working in his or her area. We have the only workable system for bringing this civilization out of the mud and it will work to the degree that each Scientologist keeps it working standardly.

This checksheet is intended for org and mission public and field Scientologists as well as for staff members everywhere. NOTE: Tech trained Scientologists and Org/Mission Executives (even if the Exec is not Tech trained) should do the KEEPING SCIENTOLOGY WORKING TECHNICAL COURSE CHECKSHEET. They need not do this checksheet. All the issues covered in this checksheet are included in the KEEPING SCIENTOLOGY WORKING TECHNICAL COURSE CHECKSHEET.

PREREQUISITES: There are no prerequisites for this course, but knowledge of and experience with Scientology is recommended. This is not a course for brand new public as they will not have enough reality on Scientology.

PURPOSE: To give the student a firm reality that Scientology must be kept working, to show him what is actually necessary to accomplish this and to teach him to spot when Scientology is not kept working and how to remedy this.

LENGTH: Full-time - 5 days
Part-time study - 10 days

STUDY TECH: This course is studied per HCO PL 25 Sep 79 Issue I URGENT-IMPORTANT, SUCCESSFULL TRAINING LINEUP and HCOB 21 Aug 79 TWINNING.

All demos, drills, essays and practicals on this checksheet are mandatory and must be done by all students.

SEQUENCE: The items on the checksheet are to be studied and drilled in sequence as laid out. There is a heavy emphasis on Practical since Keeping Scientology Working is a doingness activity, not a theoretical one.

Note: On many of the practical drills you will be writing up observations, experiences, etc., and handing them in to your supervisor. If, in doing these drills, you encounter some situation you feel needs attention or handling write a separate report to the Qual Sec of the org

EP: Certainty that you can and will Keep Scientology Working.

PRODUCT: A Scientologist who understands what to do to Keep Scientology Working and who will do so from here on out.

CERTIFICATE: A graduate of this course is awarded the certificate of.

KEEPING SCIENTOLOGY WORKING SPECIALIST

A. HCO PL 7 Feb 65 Keeping Scientology Working Series 1
Reiss. 27.8.80 KEEPING SCIENTOLOGY WORKING

1. WORD LIST. Clear the following words with your twin, Method 5.
(Ref: HCOB 21 June 72, Iss I, Word Clearing Series 38, METHOD 5.)
Use the Glossary attached to this checksheet.

| | | | | |
|-----------------|-------|-----------------|-------|-------|
| remimeo | _____ | Association Sec | _____ | _____ |
| Org Sec | _____ | HCO Sec | _____ | _____ |
| Service Fac | _____ | Quickie Grades | _____ | _____ |
| hat check | _____ | technology | _____ | _____ |
| High Crimes | _____ | self-abnegation | _____ | _____ |
| witness | _____ | Q and A | _____ | _____ |
| the bank | _____ | veneer | _____ | _____ |
| Elizabeth, N.J. | _____ | whole track | _____ | _____ |
| TA | _____ | Wichita | _____ | _____ |
| TA divisions | _____ | dilettante | _____ | _____ |
| model session | _____ | squirrel | _____ | _____ |

2. Read the first page of the Keeping Scientology Working Series 1 Policy Letter down through the SPECIAL MESSAGE.
3. DEMO: Quickie Grades.
4. Read the rest of Page 1 and continue reading Keeping Scientology Working Series 1 down to the 10 points of Keeping Scientology Working.
5. Read point 1 of Keeping Scientology Working.
6. PRACTICAL: Get a copy of the book THE FUNDAMENTALS OF THOUGHT. Turn to Chapter 5 "The A-R-C Triangle". Look over the chapter, so you know we have the correct technology.
7. Read point 2 of Keeping Scientology Working.
8. STUDY: Read Chapter 5 in THE FUNDAMENTALS OF THOUGHT. Study it until you yourself know the technology about A-R-C.
9. Read point 3 of Keeping Scientology Working.
10. PRACTICAL: Using the data about A-R-C from Chapter 5 of THE FUNDAMENTALS OF THOUGHT:
 - a) Go out of the org to a public place, store, etc.
 - b) Strike up a conversation with someone about something that would be real to the person. (This could be a news vendor, store clerk, a person sitting in a park, etc.)
 - c) Observe the Affinity, Reality and Communication levels and what happens while you are talking to the person.
 - d) Write down your observations after you have ended the conversation.
 - e) Do this at least three times or more, if necessary, until you yourself know the technology of A-R-C is correct.
 - f) Go back to the org and turn in your reports to your supervisor.
11. Read point 4 of Keeping Scientology Working.
12. PRACTICAL: Using Chapter 5 of THE FUNDAMENTALS OF THOUGHT, demonstrate to your twin how you would go about teaching correctly the correct technology of A-R-C to someone.
13. Using Source references, go teach someone about the principle of A-R-C. This can be a stranger, a friend, family member or anybody. Write down your experience with this and turn it in to your supervisor.

14. Read point 5 of Keeping Scientology Working.
15. PRACTICAL: Applying the technology about A-R-C from Chapter 5 of THE FUNDAMENTALS OF THOUGHT:
 a) Go out of the org to a public place or your home, office, etc., and get in comm with someone.
 b) Use the C (Communication) corner of the A-R-C Triangle to bring up the A and the R.
 c) Now use the R (Reality) corner to bring up the A and C with the person.
 d) Now use A (Affinity) to bring up R and C with the person.
 e) Write up your observations after you have ended the conversation.
 f) Repeat (a) thru (e) as many times as necessary with different people until you feel certain and comfortable applying the data.
 g) Turn your reports in to the supervisor.
16. ESSAY: Choose another basic part of Scientology technology you are familiar with and write an essay on how you could apply that technology. Turn the essay in to your supervisor.
17. Read point 6 of Keeping Scientology Working.
18. PRACTICAL: Find a person who is using the technology of A-R-C (this could be the person you taught this to) and see to it that that technology is correctly applied by him or her in some instance to another person. Write up your experience with this and turn it in to your supervisor.
19. Read point 7 of Keeping Scientology Working.
20. PRACTICAL: Have your twin invent some incorrect, obviously untrue datum about A-R-C (such as "to really communicate, every second word you speak must be the word 'cat'"). Hammer out of existence the incorrect technology and see to it your twin understands the correct technology about A-R-C and that the incorrect datum that was invented is gone.
21. ESSAY: Write an essay describing an actual time when you have witnessed someone hammering incorrect technology out of existence.
22. Read point 8 of Keeping Scientology Working.
23. PRACTICAL: Go around the org or outside and notice an incorrect application of A-R-C (or another specific part of Scientology technology) by someone who is familiar with Scientology. This can involve org staff, fellow students, friends or family, as long as the person has some familiarity with the technology. Using the correct source references, knock out the incorrect application and handle the situation to a win. Write up your experience with this and turn it in to your supervisor.
24. Read point 9 of Keeping Scientology Working.
25. PRACTICAL: Work out what you would have to do to close the door on any possibility of incorrect technology about A-R-C (or another specific part of Scientology technology). Write this up and turn it in to your supervisor.
26. Read point 10 of Keeping Scientology Working.
27. PRACTICAL: Put what you have worked out in #25 of this checksheet into operation and actually close the door on incorrect application of the technology about A-R-C (or another specific part of Scientology technology). Write up your experience with this and turn it in to your supervisor.
28. Continue reading Keeping Scientology Working Series 1 through to the paragraph that ends, "Discovery contribution was not however part of the broad picture."

- 29. PRACTICAL: Demo out what a group's suggestions could do to a workable technology.
- 30. Continue reading Keeping Scientology Working Series 1 through to the paragraph that ends, ". . . all four of these would have retained certainty."
- 31. PRACTICAL: Write down 5 examples of situations or events in the society that are the result of Collective Thought Agreement. Now write down 5 (or more) decent or pleasant individual actions or ideas that have somehow gotten by the Group Idea. Compare your two lists.
- 32. Read the remainder of Keeping Scientology Working Series 1.
- 33. PRACTICAL: Demo out to your twin an example of squirreling as it might apply to the data on A-R-C.
- 34. ESSAY: "What it means to Keep Scientology Working." Turn your essay in to the supervisor.

B. HCO PL 26 May 61 Keeping Scientology Working Series 2
 Reiss. 30.8.80 **A MESSAGE TO THE EXECUTIVE SECRETARIES**
 AND ALL ORG STAFF - QUALITY COUNTS

- 1. **WORD LIST.** Clear the following words with your twin, Method 5. Use the Glossary attached to this checksheet.
 quality _____ Secretary _____
 Executive Secretary _____ Pre-Hav (Level) _____
 Central Org _____
- 2. Read HCO PL 26 May 1961, Keeping Scientology Working Series 2, A MESSAGE TO THE EXECUTIVE SECRETARIES AND ALL ORG STAFF - QUALITY COUNTS.
- 3. ESSAY: Why is "Quality the only thing that counts" and how does that apply to a post or to being a Scientologist?
- 4. CLAY DEMO: The first and primary goal of an organization.
- 5. PRACTICAL: Off course hours, seek out a product or cycle or particle in your post, job or living area that is not of the quality it should be. Improve its quality. Write up your experience with this and turn it in to your supervisor. (This drill does not need to be done in sequence on the checksheet but may be done before you come in for your next course period. As it is done off course hours, it need not be done with your twin.)

C. HCO PL 30 May 70 Keeping Scientology Working Series 7
 Reiss. 30.8.80 **IMPORTANT - CUTATIVES**

- 1. **WORD LIST.** Clear the following words with your twin, Method 5. Use the Glossary attached to this checksheet.
 End Phenomena _____ gulled _____
 Dianetic Triples _____ Advanced Orgs _____
 Laws of Listing _____ mock up _____
 (and Nulling) _____ "Multiple declares" _____
- 2. Read HCO PL 30 May 70 Keeping Scientology Working Series 7, IMPORTANT - CUTATIVES.
- 3. PRACTICAL: a) Go find a small area of the org that is messy, not clean, etc. This can be a dirty window, a smudged patch of wall, some boxes thrown into a corner or something similar.
 b) Do a purposely cutative job of cleaning or handling the area.
 c) Note the result.
 d) Now do a thorough job of cleaning or handling the area.
 e) Note the result.

- 4. **PRACTICAL:** a) Find something that has instructions with it (i.e. a cake mix, some sort of kit, a recipe, etc. - anything with simple instructions). _____
 b) Do a purposely cutative job of carrying out the instructions (i.e. doing all but one or two of them). _____
 c) Note the result. _____
 d) Now thoroughly follow the instructions. _____
 e) Note the result. _____
- 5. **ESSAY:** Write an essay on the effect that Cutatives in the technology of Scientology have on an org or area and why. _____

D. HCOB 29 Aug 80 Keeping Scientology Working Series 23
 HOW NOT TO MISS OUT ON GAINS FROM YOUR AUDITING

- 1. **WORD LIST.** a) Clear the following words and terms with your twin Method 5. Use the definitions in HCOB 29 Aug 80.

| | | | | | | | |
|-----------------------------------|-------|-------|-------|------------------------------|-------|-------|-------|
| Auditing | | | | Case Gain | | | |
| Ability Gain | _____ | _____ | _____ | Quickie | _____ | _____ | _____ |
| End Result for a Grade (or Level) | _____ | _____ | _____ | Release Rehabilitation Error | _____ | _____ | _____ |
- b) Clear the following words with your twin Method 5. Use the Glossary attached to this checksheet.

| | | | | | | | |
|------------------|-------|-------|-------|------------------|-------|-------|-------|
| Status | | | | Native State | | | |
| Dwindling Spiral | _____ | _____ | _____ | By-passed Charge | _____ | _____ | _____ |
| Gradation Chart | _____ | _____ | _____ | Black PR | _____ | _____ | _____ |
| Harmonics | _____ | _____ | _____ | | _____ | _____ | _____ |
- 2. Read pages 1 and 2 down through section entitled "Lack of Time". _____
- 3. **DEMO:** How the desire "to get up the Grade Chart by yesterday" would get in the way of handling one's case. _____
- 4. Read section of the issue entitled "Status". _____
- 5. **DEMO:** The difference between being audited for "status" and being audited for making gains and attaining new abilities. _____
- 6. Read section entitled "Lower Harmonics". _____
- 7. **DEMO:** A full Grade 0 Communications Release and a lower harmonic of this state. Note the difference. _____
- 8. Read section entitled "Natural Clear and 'Natural OT'". _____
- 9. Read section entitled "Pretending". _____
- 10. **DEMO:** Pretending. _____
- 11. Read section entitled "Money or Economics". _____
- 12. **DEMO:** Why quickied auditing is "more expensive". _____
- 13. Read section entitled "Following a Bad Example". _____
- 14. **DEMO:** Why comparing one's speed of progress in auditing to that of others can be harmful. _____
- 15. Read section entitled "Verbal Data". _____
- 16. **DEMO:** Why you should report to ethics, someone who feeds cognitions to others. _____
- 17. Read section entitled "An Unusual Solution to BPC". _____
- 18. **DEMO:** Why any unusual solution to BPC will not work. _____
- 19. Read section entitled "Drugs". _____
- 20. **DEMO:** The effects drugs can have on a person's view of his state of existence. _____
- 21. Read section entitled "Lack of Enlightenment". _____
- 22. **PRACTICAL:** Go find a Grade Chart and study it until you are satisfied you are familiar with it. _____
- 23. Read section entitled "If You Feel This Applies To You". _____
- 24. **DEMO:** What a person should do if he feels any of what has been covered so far in the bulletin applies to him. _____
- 25. Read section entitled "Black PR". _____
- 26. **DEMO:** What effects a Black PR artist can create on Tech lines. _____

- 27. Read remainder of the bulletin.
- 28. DEMO: Why it is important to make it honestly all the way up the Bridge by getting the full results available from each process and Grade.

E. PRACTICAL:

- 1. PRACTICAL DRILL: Memorize the 10 points of Keeping Scientology Working verbatim.
- 2. PRACTICAL DRILL: Find some area where one or more of points 7, 8, 9 or 10 of Keeping Scientology Working needs application and apply it to that area. This can be done in the courseroom, on post or anywhere Scientology is being applied. Handle the area to a result. Write up your experience with this and turn it in to your supervisor.

STUDENT COURSE COMPLETION

A. STUDENT COMPLETION:

I have completed the requirements of this checksheet and I know and can apply the materials.

STUDENT ATTEST: _____ DATE: _____

I have trained this student to the best of my ability and he/she has completed the requirements of this checksheet and knows and can apply the checksheet data.

SUPERVISOR ATTEST: _____ DATE: _____

B. STUDENT ATTEST AT C & A:

I attest: (a) I have enrolled properly on the course, (b) I have paid for the course (if not awarded as part of the purchase of a major course), (c) I have studied and understand all the materials of this checksheet, (d) I have done all the drills on this checksheet, (e) I KNOW HOW TO KEEP SCIENTOLOGY WORKING AND WILL DO SO.

STUDENT ATTEST: _____ DATE: _____

CERTS & AWARDS: _____ DATE: _____

C. CERTS AND AWARDS:

- 1. Awards the course graduate the following certificate:
KEEPING SCIENTOLOGY WORKING
SPECIALIST
- 2. Awards the course graduate his own copy of The Aims Of Scientology.

CERTS & AWARDS: _____ DATE: _____

(Route this form to Course Admin for filing in Student's folder.)

L. RON HUBBARD
FOUNDER