

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 MARCH 1984

All Orgs
All Missions (Also issued as an HCO Bulletin,
All Execs of the same date and title.)
All Staff
HCO
Ethics
Officers
Tech
Qual

O/W WRITE-UPS

(Ref:
HCOB 3 Jan AD10 A THIRD DYNAMIC FOR SCIENTOLOGY
HCO PL 1 Nov 70 III YOU CAN BE RIGHT
HCOB 5 Oct 61 CLEAN HANDS MAKE A HAPPY LIFE.)

O/W is the abbreviation for Overt and Withholds.

(For the definitions of "Overt" and "Withhold", see the Technical Dictionary and/or the various taped lectures and HCO Bulletins to which that dictionary refers.)

In recent past years, people were apparently writing up their O/Ws as an action done outside of a formal auditing session, and they were being nagged on the subject. Some abuses were occurring because of it, which could happen if the specifics of the action were not known.

The basic reference on such an action — the writing up of one's Overt and Withholds — is in the Scientology Axioms. All of these Axioms should be known, for a full understanding of the subject. Those which could be said to apply most specifically are Scientology Axioms 17, 18, 19, 20, 29, 30, 32, 33, 34, 36, 37 and 38. Of these, Axiom 38 is quoted below in its entirety:

"AXIOM 38:

- 1: STUPIDITY IS THE UNKNOWNNESS OF CONSIDERATION.
- 2: MECHANICAL DEFINITION: STUPIDITY IS UNKNOWNNESS OF TIME, PLACE, FORM AND EVENT.

- 1: TRUTH IS THE EXACT CONSIDERATION.
- 2: TRUTH IS THE EXACT TIME, PLACE, FORM AND EVENT.

Thus we see that failure to discover Truth brings about stupidity.

Thus we see that the discovery of Truth would bring about an As-is-ness by actual experiment.

Thus we see that an ultimate truth would have no time, place, form or event.

Thus, then, we perceive that we can achieve a persistence only when we mask a truth.

Lying is an alteration of time, place, form and event.

Lying becomes Alter-is-ness, becomes Stupidity.

(The blackness of cases is an accumulation of the case's own or another's lies.)

Anything which persists must avoid As-is-ness. Thus, anything, to persist, must contain a lie."

(The Axioms of Scientology -
Booklet: AXIOMS AND LOGICS)

FORMAT FOR O/W WRITE-UPS

One has to get the time, place, form and event and one has to get a "Done" or one fails to get an As-is-ness.

The format, then, for writing up one's overts of omission, overts of commission and withholds, would be:

- 1) Write down the overt - what was DONE.
- 2) Then state explicitly the specifics regarding the action including:
 - a. Time
 - b. Place
 - c. Form
 - d. Event.

or, when there is a withhold or withholds to be gotten off:

- 1) Write down the withhold - what was WITHHELD.
- 2) Then state explicitly the specifics regarding the action, including:
 - a. Time
 - b. Place
 - c. Form
 - d. Event.

Make it a rule that anyone who is going to write up his O/Ws must first word clear this format, as a misunderstood on any part of it can result in an incomplete action with the charge not fully blown. (Example: One case exists of "form" having been totally misunderstood and thus the format was misapplied.)

The original of the O/W Write-Up must go into the person's pc folder, regardless of whether or not any copy is additionally given to the MAA or Ethics Officer. (Ref: HCOB 28 Oct 1976, C/S Series 98, AUDITING FOLDERS, OMISSIONS IN COMPLETENESS.)

Understanding the format for writing up O/Ws and then following it honestly is what will bring about an AS-IS-NESS.

Use of this data should resolve any question or confusion in the matter of O/W Write-Ups.

L. RON HUBBARD
FOUNDER

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