HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 10 JULY 1986
ISSUE II

Remimeo
All Orgs
All Missions
All Execs
All Staff

(This HCO PL was written in October 1985
but did not get sent to Mimeo. It was
recently found and is now being issued
as was originally intended.)

Admin Know-How Series 51

ADMIN DEGRADES

(References:

HCO PL 17 Jun 70RB   Keeping Scientology Working
Rev. 25.10.83   Series 5R
                        TECHNICAL DEGRADES
HCO PL 7 Feb 65   Keeping Scientology Working
Corr. & Reiss.   Series 1
25.10.85   KEEPING SCIENTOLOGY WORKING)

How does standard "green on white" policy get lost? Just
as with the "red on white" tech of auditing or training, it can
potentially be obscured or made to seem unimportant by the
actions of an ill-intentioned individual.

Someone considers that the best way to get a new staff
member quickly onto post is to shorten his hat checksheet, or
label key hat materials as "old." The new staff member fails,
dragging a whole unit or department down with him in a maelstrom
of dev-t.

In a hurry to get something accomplished, someone skimps
on the usual, on-policy procedures and routings and soon his
improvised (squirreled) "handling," tolerated by others,
becomes "the way it's always done around here." And crash
goes that area.

Seeking to get his own stats up at any cost (and ignoring
the effects of his actions on the org as a whole), an "expert"
manages to obscure standard, on-policy lines and routings and
implements his own "successful actions", then torpedos any
attempt to get policy in. The result -- the org falls far short
of what it could be producing if it were operating by the book.

Such actions are suppressive. They are HIGH CRIMES. And
they carry the same penalties as the suppression of the technol-
ogies of Dianetics and Scientology auditing or training -- a
condition of TREASON or cancellation of certificates or dismissal
and a full investigation of the person's background.

The following actions or omissions are classified as HIGH
CRIMES:

1. Abbreviating an official Course in standard Scientology
    administrative policy so as to lose the full theory,
    administrative procedures and effectiveness of the
    subject.

2. Adding comments to the Org Exec Course or other administrative checksheets or instructions, policies or directives labelling any material "background" or "not used now" or "old" or "it doesn't need to be followed exactly," or any similar action which will result in the student not knowing, using and applying the standard administrative data in which he is being trained.

3. Employing any checksheet for any administrative course not authorized by the Authority, Verification and Correction Unit International (AVC Int), or in the case of Hat Checksheets, duly authorized per HCO PL 30 Sep 70, CHECKSHEET FORMAT.

4. Failing to strike from any administrative or hat checksheet any such comments as "historical," "background," "not used," "old," etc., or VERBALLY STATING IT TO STUDENTS.

5. Failing to hat and apprentice a staff member on the full policy and actions of his post.

6. Discouraging or preventing a staff member, administrator or executive from training on the full Org Exec Course and Flag Executive Briefing Course.

7. Failing to insist upon precise and exact application of the Data Series Policy Letters in investigations and evaluations.

8. Running any organization on squirrel "policy" or third dynamic administrative or management procedures that are contrary to approved policy.

9. Using any squirrel administrative procedure in managing an organization while falsely labelling it Scientology policy.

10. Using Scientology policy but calling it something else or attributing it to some other source.

11. Acting in any way calculated to lose standard Scientology policy to use or impede its use or shorten its materials or its application.

Our policy is the result of years of hard-won experience. It works. It must be applied vigorously, intelligently, and to the letter. Our own lives and happiness are at stake. This planet and universe are at stake. To carry off the task we need only keep and use these tools of Standard Admin.

L. RON HUBBARD
Founder

Adopted as Official
Church Policy by
CHURCH OF SCIENTOLOGY
INTERNATIONAL

LRH:CSI:rw:sep