

F L A G   D I V I S I O N A L   D I R E C T I V E  
 Issued from Flag to all Public Divs

FDD 388 DIV VI INT

25 April 1981

To: All PES's  
 Info: HAS's  
 Hatting Officers

**\*\*\*PUBLIC EXECUTIVE SECRETARY\*\*\***

**FULL HAT CHECKSHEET**

NAME: \_\_\_\_\_ ORG: \_\_\_\_\_

POST: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

**PREREQUISITES:**

1. Either Basic Study Manual, Student Hat or PRD.
2. Staff Status II.
3. Purification R/D.
4. Must have been instant hatted by HCO per HCO PL 9 Mar 72 III Esto Series 2 including instant purpose clearing per HCOB 4 Aug 71R.
5. KSW Technical Course Checksheet.

**PURPOSE:** To train the student on the duties and functions of the PES so he/she can successfully run Divisions 6A, 6B and 6C, so they easily achieve their VFP's in volume and viability.

**STUDY TECH:** This course is studied per HCO PL 25 Sept 79 I, URGENT - IMPORTANT, SUCCESSFUL TRAINING LINEUP, with full use of study tech. Starrate checkouts are indicated \* for students who are not Fast Flow.

**LENGTH OF COURSE:** 5-6 weeks.

**CERTIFICATE:** The graduate of this course is awarded the certificate of FULLY HATTED PUBLIC EXECUTIVE SECRETARY (PROVISIONAL).

**NOTE:** Some of the practical exercises on the checksheet can be done on the staff member's post time (for example a product debug). While doing these practicals on post time he continues with the rest of his hat checksheet during his normal study time.

**PRODUCT:** A fully hatted Public Executive Secretary who can get the products of the post.

## SECTION I - KEEPING SCIENTOLOGY WORKING

1.	HCO PL 7 Feb 65 Reiss. 27.8.80	KSW Series 1, KEEPING SCIENTOLOGY WORKING	_____
2.	HCO PL 17 Jun 70R Reiss. 30.8.80	KSW Series 5, TECHNICAL DEGRADES	_____
2A.	HCO PL 14 Feb 65 Reiss. 30.8.80	KSW Series 4, SAFEGUARDING TECHNOLOGY	_____
3.	HCO PL 4 Apr 72R III Rev. 21.6.75	ETHICS AND STUDY TECH	_____
4.	HCO PL 16 Nov 73	STUDY TECH AND POST	_____
5.	HCO PL 15 Feb 79	HOW TO DEFEAT VERBAL TECH	_____
6.			_____
7.			_____
8.			_____

## SECTION II - BOOK

1. PROBLEMS OF WORK (to be read by the end of the course) by L. Ron Hubbard. This book is available from the Org Bookstore.
- 2.

## SECTION III - KEY WORDS

Define the following words with a word clearer per HCOB 21.6.72, Word Clearing Series 39, METHOD 6. Use the "Dianetics and Scientology Technical Dictionary" and "Modern Management Technology Defined" as well as standard English dictionaries.

PES	_____	PUBLIC	_____	SERVICES	_____
CONTACT	_____	SERVICE	_____	REGISTRATION	_____
CONTROL	_____	ROUTING	_____	INTRO	_____
SALES	_____	CHAPLAIN	_____	SERVICES	_____
THE BRIDGE	_____	CIVILIZATION	_____	BASIC COURSES	_____
PUBLIC RELATIONS	_____	PR	_____	SALVAGE	_____
TEST SECTION	_____	TESTING PROCEDURE	_____	SEMINAR	_____
PES ACCOUNT	_____	LECTURE	_____	CO-AUDIT	_____
INFORMATION PACKET (INFO PACK)	_____	DIANETIC COUNSELLING	_____	VOLUNTEER	_____
GROUP PROCESSING	_____	GROUP	_____	MINISTERS	_____
GUNG-HO GROUPS	_____	OT COMMITTEE	_____	PROGRAM	_____
		FIELD	_____		

## SECTION IV - THE PUBLIC DIVS

*1.	HCO PL 24 Feb 81 I	3 DIV PUBLIC DIVISIONS	_____
*2.	HCO PL 24 Apr 80	PUBLIC DIV FUNCTIONS	_____
*3.	HCO PL 19 Jan 80 VII	CLASS IV ORGS PUBLIC DIVISIONS ORG BOARDS	_____
4.	HCO PL 10 May 80 II	CANCELLATION OF EARLIER DIVISION 6 ORG BOARDS	_____
5.	CLAY DEMO: DIV 6A VFP.	THE PROMOTIONAL ACTIONS	_____
6.	CLAY DEMO: DIV 6B VFP.	OF AN ORGANIZATION	_____
7.	CLAY DEMO: DIV 6C VFP.		_____
8.	HCO PL 20 Nov 65R Rev. 6.3.81	THE PROMOTIONAL ACTIONS OF AN ORGANIZATION	_____
9.	PRACTICAL:	Inspect the Pub Divs and discover the exact status of each of the Pub Div Promo Actions listed in HCO PL 2.11.65R.	_____
10.	ESSAY:	Write up for your supervisor what you discovered in your inspection of the Pub Div Promo Actions. Include specific actions that could be taken with existing resources to get some of the Promo Actions in better.	_____

- \*11. HCO PL 28 Oct 80R II      PUBLIC DIVISIONS  
Rev. 5.1.81      STATISTICS
- \*12. HCO PL 28 Oct 80 II-1      COUNTING PUBLIC DIVISIONS  
Addition of 5.1.81      STATS
- 13. PRACTICAL: Inspect the Pub Div lines and terminals as they exist and find out how each of the Pub Div stats is produced and by whom. Compare what you find with the 2 above PL's.
- 14. ESSAY: Write up for your supervisor what you found in your inspection of the Pub Div stats. Include any specific actions that could be taken to improve some of the stats' production.
- \*15. LRH ED 311R INT      HOW TO EVOLVE THE 3 DIV  
13 Feb 80,      PUBLIC DIVISIONS  
Rev. 23.12.80
- 16.
- 17.
- 18.

#### SECTION V - THE PUBLIC EXEC SEC

- 1. HCO PL 29 Oct 71 II      Exec Series 1, THE EXECUTIVE
- \*2. HCO PL 1 Feb 66 II      INSPECTIONS BY EXEC SECS, HOW TO DO THEM
- 3. DEMO: How a PES does an inspection of his area.
- \*4. HCO PL 19 Oct 67 I      EXEC SEC HATS FOLDER #2
- 5. CLAY DEMO: The performance of duty of an Exec Sec (points 1-4 from HCO PL 19 Oct 67 I).
- 6. DEMO: Actions A-G from HCO PL 19 Oct 67 I.
- \*7. HCO PL 20 Oct 66 II      EXECUTIVE AND GOVERNING BODY ERRORS AND ANSWERS
- 8. DEMO: How persons fail as execs (points a-d of above PL).
- 9. CLAY DEMO: Holding an Exec Post while still learning it.
- \*10. HCO PL 25 Mar 63      A MODEL HAT FOR AN EXECUTIVE
- 11. DEMO: The primary and secondary hats of an exec.
- 12. HCO PL 21 Sep 80      MONITORING TECH QUALITY IN ORGS
- 13.
- 14.
- 15.

#### SECTION VI - TRs

- \*1. HCOB 17 May 80      ADMIN TRs
- 2. Using the above reference exactly, do these TRs:
  - a) TR MEST 0      b) TR PEOPLE 0  
TR MEST 1      TR PEOPLE 1  
TR MEST 2      TR PEOPLE 2  
TR MEST 3      TR PEOPLE 3  
TR MEST 4      TR PEOPLE 4
  - c) TR MEST BB 0      d) TR PEOPLE BB 0  
TR MEST BB 1      TR PEOPLE BB 1  
TR MEST BB 2      TR PEOPLE BB 2  
TR MEST BB 3      TR PEOPLE BB 3  
TR MEST BB 4      TR PEOPLE BB 4

## SECTION VII - PRODUCTS AND PRODUCTION



## **SECTION VIII - TARGETING AND PLANNING**

- \*1. HCO PL 14 Jan 69 OT ORGS
  - 2. CLAY DEMO: All you have to do to restore life and actions is to rekindle the failed purpose; the stops will at once blow.
  - \*3. HCO PL 16 Jan 69 TARGETS, TYPES OF
  - \*4. HCO PL 23 Oct 69 PROGRAMMING
  - 5. DRILL: Write out an example of each of the ten maxims in HCO PL 23 Oct 69 and turn this in to your supervisor.
  - \*6. HCO PL 9 Jan 80 Exec Series 20, DEPARTMENTAL MINI PROGRAMS:  
THE KEY TO ACHIEVEMENT
  - 7. PRACTICAL: Keeping in the data you have learned in this and earlier sections, go into your divs and write a few mini programs until you know you can use this tool. Submit reports to your supervisor.
  - 8.
  - 9.
  - 10.

## SECTION IX - ESTABLISHMENT AND PERSONNEL

- \*1. HCO PL 28 Jul 71 ADMIN KNOW-HOW NO. 26 \_\_\_\_\_  
2. DEMO: How you could Phase One then move over  
to Phase Two for each division. \_\_\_\_\_  
\*3. HCO PL 14 Sep 70 Org Series 2, COPE AND  
ORGANIZE \_\_\_\_\_

## SECTION X - STATISTICS

1. Read "What is a Statistic" (pg. 429 Vol 7). \_\_\_\_\_
  2. CLAY DEMO: A statistic showing in clay what it represents. \_\_\_\_\_
  3. Review HCO PL 28 Oct 80R II PUBLIC DIVISIONS STATISTICS (Rev. 5.1.81) (section IV and II) \_\_\_\_\_
  - \*4. HCO PL 5 Feb 70 STATISTICS, MANAGEMENT BY \_\_\_\_\_
  5. DEMO: How statistics are determined, recorded and used in a Scientology organization. \_\_\_\_\_
  - \*6. HCO PL 16 Aug 70 STATISTIC MISMANAGEMENT \_\_\_\_\_
  7. PRACTICAL: Locate an area in your divisions that has a no cause attitude toward statistics (points 1-4 from PL 16.8.70). Handle per above PL and report to your sup. \_\_\_\_\_
  8. HCO PL 8 Feb 68 AKH 18, STATISTIC RATIONALIZATION \_\_\_\_\_
  9. PRACTICAL: Go into another downstat area of your divs and note down all the reasons the person responsible gives you and whether they will or will not resolve the scene or result in upstats. Handle the person and the downstats and report to your supervisor. \_\_\_\_\_
  - \*10. HCO PL 5 May 71R II READING STATISTICS \_\_\_\_\_  
Rev. 9.11.79
  11. HCO PL 9 Feb 70 STATISTICAL JUDGEMENT \_\_\_\_\_
  - \*12. HCO PL 6 Nov 66R I STATISTIC INTERPRETATIVE \_\_\_\_\_  
Rev. 9.11.79
  13. HCO PL 1 Feb 66 IV STATISTIC ANALYSIS \_\_\_\_\_  
STATISTICS - ACTIONS TO  
TAKE STATISTIC CHANGES \_\_\_\_\_
  14. HCO PL 3 Oct 70R STAT INTERPRETATION \_\_\_\_\_  
Rev. 9.11.79
  15. HCO PL 9 Nov 79 HOW TO CORRECTLY DETERMINE  
A STAT TREND \_\_\_\_\_

16. PRACTICAL: Do an analysis of your divisions' stats using the above PL's. Determine which area is in most need of handling. Report to your supervisor.

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

## SECTION XI - INSPECTION AND DEBUG

- \*1. HCO PL 28 Apr 68 STANDARD EXECUTIVE ACTIONS

\*2. HCO PL 29 Mar 65 II ADMIN - FLOWS AND EXPANSION THE FAST FLOW SYSTEM

3. PRACTICAL: Get in THE FAST FLOW SYSTEM PL and do steps 1-5 exactly. After some experience with the system, write up for your supervisor what you observed about it.

\*4. HCO PL 23 Aug 79 I Product Debug Series 1, Esto Series 37, DEBUG TECH

5. CLAY DEMO: A product inspection per HCO PL 23 Aug 79.

6. PRACTICAL: Do a product inspection in some area of your divisions.

7. DEMO: How you proceed on a debug. Make sure you include the step of finding a product that can be gotten as well as steps A-R.

8. PRACTICAL: Do a product debug on the area you inspected above, if products are not coming out in volume. If they are, find an area where they are not and debug. Write up the results for your supervisor.

\*9. HCO PL 23 Aug 79 II Product Debug Series 2, Esto Series 38, DEBUG TECH CHECKLIST

10. PRACTICAL: Do another debug using the checklist administratively.

\*11. HCO PL 14 Feb 80 Esto Series 40, Org Series 40, Product Debug Series 9 ORDER VERSUS DISORDER

12. DRILL: The steps you use per HCO PL 14 Feb 80 to determine and handle an area's orderliness and knowledge of basics:
 
  - a) With a doll.
  - b) With a twin.

13. PRACTICAL: Now do the inspection and handling you've just drilled somewhere in your divisions and write up the results for your supervisor.

\*14. HCO PL 26 Jan 72 I AKH 29, Exec Series 5 NOT DONES, HALF DONES AND BACKLOGS

15. DEMO: The eight steps of the cure for backlogs.

16. HCO PL 25 Oct 68 ADMIN KNOW-HOW

17.

18.

19.

## SECTION XII - CONDITIONS AND ETHICS

4. HCO PL 24 Feb 69 JUSTICE  
 5. TAPE: Five Conditions 6505C25  
 \*6. HCO PL 20 Oct 67 CONDITIONS, HOW TO ASSIGN  
 7. PRACTICAL: Put in HCO PL 20 Oct 67: Assign conditions in your divs per the PL. Note the results. If expansion results, very good. If not, inspect and find out why. Write up your findings for your supervisor.
- \*8. HCO PL 3 May 72R Exec Series 12, ETHICS  
 Rev. 18.12.77 AND EXECUTIVES  
 \*9. HCO PL 9 Jul 80 ETHICS, JUSTICE AND THE DYNAMICS  
 \*10. HCO PL 21 Jan 81 CONDITIONS - AWARDS & PENANCES  
 11. PRACTICAL: Handle the ethics of a downstat junior with 3 May PL procedure above to VGI's and upstats and report to your supervisor.
12.  
 13.  
 14.

### SECTION XIII - THE TEN PUB DIV DEPARTMENTS

Reference: The LRH ED 311R INT REFERENCE PACK

#### DEPARTMENT 16A DEPARTMENT OF PUBLIC BOOKSALES

1. Review the Dept 16A Org Board in HCO PL 19 Jan 80 VII.
2. Review the Dept 16A stats in HCO PL 28 Oct 80R II.
3. Review the counting of the Dept 16A stats in HCO PL 28 Oct 80 II-1.
- \*4. HCO PL 28 Apr 71 II BOOKS ARE DISSEMINATION  
 (Originally issued as HCOB 28 Apr 60)
5. SO ED 1258-1RB INT BOOKS
6. PAB 104 DISSEMINATION  
 15 Jan 1957
7. HCO PL 10 Feb 65 AD AND BOOK POLICIES
8. HCO PL 28 May 72 BOOM DATA  
 Reiss. 24.7.79
9. DEMO: Why it is that business should be driven into an org from an outside point.
10. HCO PL 15 Mar 75R BOOK OUTLETS OF AN ORG  
 Rev. 22.5.75
11. CLAY DEMO: The VFP of Dept 16A.
12. PRACTICAL: Sell some books to new public.
13. ESSAY: Write up your experience selling books for your supervisor.
- 14.
- 15.
- 16.

#### DEPARTMENT 16B DEPARTMENT OF BODY ROUTING

1. Review the Dept 16B Org Board.
2. Review the Dept 16B Stats in HCO PL 28 Oct 80R II.
3. Review the counting of the Dept 16B stats in HCO PL 28 Oct 80 II-1.
4. SOED 1236RA INT INTRO SERVICES (section 1 Mar 79, Rev. 13.2.80  
 Rev. 13.2.80
5. HCOB 15 Sep 59 DISSEMINATION TIPS  
 (especially section "General Comments")
6. HCO PL 30 May 71 PR Series 9, MANNERS

8. CLAY DEMO: The Dept 16B VFP. \_\_\_\_\_  
9. PRACTICAL: Body Route raw public into the Org until you can do it comfortably. \_\_\_\_\_  
10. ESSAY: Write up for your supervisor your experience Body Routing. Include your stats of how many were routed in and how many of those did an intro or bought a book. \_\_\_\_\_  
11. \_\_\_\_\_  
12. \_\_\_\_\_  
13. \_\_\_\_\_

DEPARTMENT 16C DEPARTMENT OF PUBLIC CONTACT

1. Review the Dept 16C Org Board. \_\_\_\_\_  
2. Review the Dept 16C stats in HCO PL 28 Oct 80R II. \_\_\_\_\_  
3. Review the Counting of Dept 16C stats in HCO PL 28 Oct 80 II-1. \_\_\_\_\_  
4. HCO PL 20 Aug 79 Mktng Series 1, PR Series 34, DIANETICS AND SCIENTOLOGY ARE NEW \_\_\_\_\_  
5. SOED 1236RA INT 1 Mar 79 INTRO SERVICES (section B re Dept of Public Contact and sources of raw public) (This SOED is also in the Dept 16B Section, item 4.) \_\_\_\_\_  
6. HCO PL 15 Aug 66 INFORMATION PACKETS \_\_\_\_\_  
7. HCO PL 6 Sep 66 THE HANDLING, PURCHASED OR RENTED MAILING LISTS \_\_\_\_\_  
8. FBDL 474 TICKETS \_\_\_\_\_  
9. 10 Jan 75 Review SOED 1258-1RB BOOKS (especially target 10) (This SOED is in the Dept 16A Section, item 5.) \_\_\_\_\_  
10. SOED 1258-2 INT THE BOOK SEMINAR SERIES 23 July 79 DIRECTIONS FOR USE \_\_\_\_\_  
11. DRILL: Pick out one of the Book Seminars in the series and drill giving it until you can do it comfortably. \_\_\_\_\_  
12. PRACTICAL: Arrange to give the seminar that you have drilled to a group of public or FSM's. And give it. \_\_\_\_\_  
13. FDD 290 DIV VI INT PRODUCER HAT WRITE-UP 9 June 78 \_\_\_\_\_  
14. DRILL: Write a short program for setting up and holding an event in the org. Dummy run the program with a demo kit to make sure it is complete. \_\_\_\_\_  
15. HCO PL 28 May 71 PR Series 8, TOO LITTLE TOO LATE \_\_\_\_\_  
16. PRACTICAL: Run an evening intro lecture as an event. Pick a night and run through the whole procedure. Hold the event. \_\_\_\_\_  
17. CLAY DEMO: The Dept 16C VFP. \_\_\_\_\_  
18. \_\_\_\_\_  
19. \_\_\_\_\_  
20. \_\_\_\_\_

DEPARTMENT 16D DEPARTMENT OF INTRODUCTORY SERVICES

1. Review the Dept 16D Org Board. \_\_\_\_\_  
2. Review the Dept 16D stats in HCO PL 28 Oct 80R II. \_\_\_\_\_  
3. Review the counting of Dept 16D stats in HCO PL 28 Oct 80 II-1. \_\_\_\_\_

*4.	SOED 1236RA INT 1 Mar 79 Rev. 13.2.80	INTRO SERVICES (sections A&C re intro services) (This SOED is item 4 of the Dept 16B section.)
5.	HCOB 17 Mar 58	BODY ROUTING IN CENTRAL ORGANIZATION
6.	HCO PL 24 Nov 60	TESTING PROMOTION REVISED
7.	HCO PL 16 Jan 61 (excerpt)	TESTING LINES (Vol 6, pg 167) (This is excerpted from HCO PL 16 Jan 61, HELP ME PUT IN THE NEW PUBLIC LINES. A complete copy is in Vol 7, page 145.)
8.	HCOB 10 Apr 74	Art Series 3, STAGE MANNERS
9.	FDD 345 DIV VI INT 15 Nov 79	HOW TO UNDERSTAND YOUR MIND INTRO LECTURE
10.	HCO PL 18 Jun 57R Rev. & Reiss. 26.10.80	PEOPLE'S QUESTIONS
11.	<u>DRILL</u> : Drill the above lecture in item 9 until you can give it comfortably.	
12.	<u>PRACTICAL</u> : Give the above lecture to a group of raw public.	
13.	SOED 1649 INT 31 Mar 81	"PROBLEMS OF LIFE" FILM UTILIZATION CHECKLIST
		Note: The above issue is a checklist of success- ful actions in using the film POL. The actions are applicable to any intro film or tape play and are included for your information and use.
14.	FIL 399 31 Mar 81	DIVISION 6 SUCCESS WITH "PROBLEMS OF LIFE"
		Note: The above is a list of successful actions in use by one org in using POL. The information is applicable to any public tape film play and is included for your information and use.
		<u>NOTE</u> : See the Dept 17B Section of this checksheet for more data on films and tapes.
15.	LRH ED 306 INT	MAKING AUDITORS (Section on Free Scientology Center)
16.	HCO PL 17 May 65	FREE SCIENTOLOGY CENTER (Vol 4, pg 222)
17.	<u>CLAY DEMO</u> : The VFP of Dept 16D.	
18.		
19.		
20.		

#### DEPARTMENT 17A DEPARTMENT OF PUBLIC REGISTRATION

1.	Review the Dept 17A Org Board.	
2.	Review the Dept 17A stats in HCO PL 28 Oct 80R II.	
3.	Review the counting of Dept 17A stats in HCO PL 28 Oct 80 II-1	
4.	SOED 1236RA INT 1 Mar 79 Rev. 13.2.80	INTRO SERVICES (sections E, F, G, H re regging) (This SOED is item 4 of Dept 16B)
5.	HCOB 26 Sep 56	REGISTRAR
6.	HCO PL 13 Jan 80	(Vol 2, pg 309) DIVISION 2/DIVISION 6
7.	HCO PL 14 Jan 80	REGISTRAR PUBLICS Big League Reg Series 16R SUCCESSFUL REGSTAR ACTIONS

8.	HCO PL 23 Oct 80 II	CHART OF ABILITIES GAINED FOR LOWER LEVELS AND EXPANDED LOWER GRADES	_____
9.	GRADATION CHART, 1980	ISSUE	_____
10.	HCO PL 25 Jun 78	Mktng Series 6, PR Series	_____
	Reiss. 31.8.79	32, COME-ON DISSEMINATION	_____
11.	HCOB 13 Oct 59	DEI EXPANDED SCALE	_____
12.	HCO PL 23 Oct 65	DISSEMINATION DRILL	_____
	Reiss. 20.2.79		_____
13.	<u>DRILL</u> : Drill the Dissemination Drill until you can do each part of it comfortably.		_____
14.	<u>PRACTICAL</u> : Using the Dissemination Drill and the data from this section close someone for: a) An Intro Service (Dept 16D). b) A Basic service (Dept 17B).		_____
15.	<u>CLAY DEMO</u> : The VFP of Dept 17A.		_____
16.			_____
17.			_____
18.			_____

#### DEPARTMENT 17B DEPARTMENT OF PUBLIC SERVICES

1.	Review the Dept 17B Org Board.	_____
2.	Review the Dept 17B stats in HCO PL 28 Oct 80R II.	_____
3.	Review the counting of Dept 17B stats in HCO PL 28 Oct 80 II-1.	_____
4.	HCO PL 29 Sep 59	THE ORGANIZATION OF A PE FOUNDATION (Vol 6, pg 187)
5.	HCO PL 29 Dec 60	THE NEW PE AND THE NEW HAS CO-AUDIT (Vol 6, pg 189)
6.	HCO PL 14 Feb 61 (excerpt)	THE PERSONAL EFFICIENCY FOUNDATION (Vol 6, pg 192)
*7.	SOED 1236RA INT 1 Mar 79 Rev. 13.2.80	INTRO SERVICES (section D re Dept 17 services) (This SOED is item 4 of Dept 16B.)
8.	HCO PL 15 Dec 79	SURVEYING FOR DEPT 17 SERVICES
9.	HCO PL 11 Dec 79 I	DEPT 17 COURSE CHECK- SHEETS
10.	HCOB 30 Oct 78	COURSES - THEIR IDEAL SCENE
11.	HCO PL 16 Mar 71R Rev. 29.1.75	WHAT IS A COURSE?
12.	HCO PL 13 Aug 80	SUCCESS THROUGH COMMUNICATION
13.	<u>BOOKLET</u> : SUCCESS THROUGH COMMUNICATION available from Org Bookstores. SUPERVISOR SECTION pages 47-56.	_____
14.	<u>PRACTICAL</u> : Inspect your STCC course compared to the above data.	_____
15.	<u>ESSAY</u> : Write up for your supervisor what you discovered in your investigation of the STCC.	_____
16.	HCO PL 9 Sep 80	HOW TO ACHIEVE EFFECTIVE COMMUNICATION
17.	<u>BOOKLET</u> : HOW TO ACHIEVE EFFECTIVE COMMUNICATION available from Org Bookstores. SUPERVISOR SECTION pages 71-84.	_____
18.	HCO INFO LTR 2 Sep 64	ANATOMY OF THE HUMAN MIND COURSE
19.	HCOB 8 Apr 57	GROUP AUDITING
20.	HCO PL 11 Aug 72	FILMS AND TAPES NOT PROHIBITED

DEPARTMENT 17C DEPARTMENT OF THE CHAPLAIN

DEPARTMENT 18A DEPARTMENT OF PUBLIC RELATIONS

1. Review the Dept 18A Org Board. \_\_\_\_\_
2. Review the Dept 18A stats in HCO PL 28 Oct 80R II. \_\_\_\_\_
3. Review the counting of Dept 18A stats in HCO PL 28 Oct 80 II-1. \_\_\_\_\_
- \*4. HCO PL 2 Sep 70 FIRST POLICY \_\_\_\_\_
- \*5. HCO PL 17 Jun 69 THE ORG IMAGE \_\_\_\_\_
6. DEMO: The 13 zones which comprise the org image. \_\_\_\_\_
7. HCO PL 7 Aug 72R Rev. 9.8.72 PR Series 17R, PR AND CAUSATION \_\_\_\_\_
8. FO 3094 16 Dec 71 PRO AREA CONTROL (Vol 7, pg 422) \_\_\_\_\_
9. HCO PL 18 Nov 70 II PR Series 5, PR DEFINITION \_\_\_\_\_
10. HCO PL 9 Oct 70 Pers Series 11, PR Series 4, THE PR PERSONALITY \_\_\_\_\_
11. HCO PL 2 Sep 79 Mktng Series 4, PR Series 36, SURVEYS ARE THE KEY TO STATS \_\_\_\_\_
- \*12. HCO PL 5 Feb 69 II PRO ACTIONS \_\_\_\_\_
13. CLAY DEMO: The purpose of a Public Relations Officer given in HCO PL 5 Feb 69 II PRO ACTIONS. \_\_\_\_\_
14. HCO PL 11 Oct 65 PRESS RELATIONS \_\_\_\_\_
15. HCO PL 21 Nov 72 I PR Series 18, HOW TO HANDLE BLACK PROPAGANDA \_\_\_\_\_
16. HCO PL 11 Dec 69 APPEARANCES IN PUBLIC DIVS \_\_\_\_\_
17. HCO PL 3 May 80 SUCCESS I/C \_\_\_\_\_
18. CLAY DEMO: The VFP of Dept 18A. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_

DEPARTMENT 18B DEPARTMENT OF FIELD ACTIVITIES

1. Review the Dept 18B Org Board. \_\_\_\_\_
2. Review the Dept 18B stats in HCO PL 28 Oct 80R II. \_\_\_\_\_
3. Review the counting of Dept 18B stats in HCO PL 28 Oct 80 II-1. \_\_\_\_\_
4. HCO PL 9 May 65 Rev. & Reiss. 14.1.68 FIELD AUDITORS BECOME STAFF \_\_\_\_\_
5. HCO PL 15 Oct 65 Reiss 11.2.79 FSM SELECTION PAPERS AND COMMISSIONS \_\_\_\_\_
6. HCO PL 21 Apr 70 FIELD ETHICS \_\_\_\_\_
7. HCO PL 26 Mar 65 IIR Rev. 24.1.76 DEPT 18 - DIRECTOR OF CLEARING HAT - FIELD STAFF MEMBERS \_\_\_\_\_
8. HCO PL 12 Dec 79 AN OPEN LETTER TO ALL FSMS \_\_\_\_\_
9. HCO PL 5 Apr 79 IIR Rev. 12.6.79 NEW FSM (INSTANT PAYMENT) ACCOUNT \_\_\_\_\_
- \*10. HCOB 6 Jan 59 FIELD ACTIVITIES (Vol 6, pg 351) \_\_\_\_\_
- 10A. DEMO: Demonstrate the steps necessary for Scientology to go well in an area in the field, including the importance of scheduling. \_\_\_\_\_
11. HCO PL 27 May 75 SUPERIOR SERVICE IMAGE \_\_\_\_\_
12. HCO PL 29 Jun 80 BPL CANCELLATION THE GROUPS OFFICER (BPL 24 Nov 68R II) \_\_\_\_\_
- \*13. HCO PL 10 Feb 59 GROUP SECRETARY (Vol 6, pg 353) \_\_\_\_\_
- 13A. DEMO: Demonstrate how groups are handled as given in paragraphs 4, 5 & 6 of HCO PL 10.2.59 GROUP SECRETARY \_\_\_\_\_

14. BPL 28 Apr 70RA THE DIANETIC COUNSELLING  
Rev. 7.9.75 GROUP PROGRAMME
15. HCO PL 21 Oct 66 II CITY OFFICE SYSTEM
16. HCO PL 2 Jan 65 FRANCHISE: WHO MAY HAVE  
IT AND HOW TO MAINTAIN  
IT, AD 15
17. HCO PL 10 Nov 69 II FRANCHISE GRANTS OR  
CHARTERS
18. HCO PL 11 Nov 69 II PROMOTION AND MOTIVATION
19. HCO PL 21 Dec 80 RELIGION - CHURCH MEMBER-  
SHIPS
20. LRH ED 120R INT AUDITORS ASSOCIATION  
Rev. & Reiss. 16.1.75 PROJECT IN YOUR AREA
21. HCO PL 5 May 65 CLASSIFICATION, GRADATION  
Reiss. 4.7.70 AND AWARENESS CHART  
(especially re THE  
BRIDGE)
22. Review the material on events in the Department  
16C section of this checksheet.
23. DRILL: Program out an FSM Rally as a Scientology  
event. Do the full drill on it per the event  
write-up and TOO LITTLE TOO LATE PL.
24. DRILL: Dummy run the program you have written  
and ensure it covers all necessary points to pull  
off a successful event.
25. PRACTICAL: Carry out the program you have written.  
Have the event.
26. ESSAY: Write up for your supervisor your  
experience holding the event. Include a plan on  
how you could set up and hold a large public event  
for Scientologists and how this would contribute  
to your departmental and divisional VFP's.
27. CLAY DEMO: The Dept 18B VFP.
- 28.
- 29.
- 30.

#### DEPARTMENT 18C DEPARTMENT OF THE NEW CIVILIZATION

1. Review the Dept 18C Org Board.
2. Review the Dept 18C stats in HCO PL 28 Oct  
80R II.
3. Review the counting of Dept 18C stats in HCO  
PL 28 Oct 80 II-1.
- \*3A. HCOB 23 Jun 60 SPECIAL ZONE PLAN - The  
Scientologist's Role in  
Life
4. HCO PL 2 Dec 68 GUNG-HO GROUPS
5. HCO PL 3 Dec 68 GUNG-HO GROUPS POLTR #2
6. HCO PL 26 Dec 68 II GUNG-HO GROUP TECH
7. HCO PL 11 Aug 67 III OT CENTRAL COMMITTEE
8. HCO PL 9 Jun 80 BPL CANCELLATION  
WARNING GUNG-HO GROUPS  
(BPL 18 Dec 68R)
9. SOED 1631 INT "THE WAY TO HAPPINESS"  
A SPECIAL BRIEFING TO  
EXECUTIVES
10. DEMO: Demonstrate how "The Way to Happiness"  
booklet can be spread in your community (ref:  
section on "DIV 6's ROLE" in SOED 1631).
11. BOOK: THE VOLUNTEER MINISTER's HANDBOOK (VMH)  
by L. Ron Hubbard available from Org Bookstores.  
VMH: INTRODUCTION pages lxvii-lxxi
12. BOOK: VMH: ORIENTATION PACK pages 29-34
13. CLAY DEMO: The VFP of Dept 18C.
- 14.
- 15.

SECTION XIV - FINANCES

- \*1. HCO PL 1 Mar 66 THE GUARDIAN
- \*2. HCO PL 2 Jun 59 PURCHASING LIABILITY
- OF STAFF MEMBERS
- \*3. HCO PL 28 Jan 65 HOW TO MAINTAIN CREDIT
- STANDING AND SOLVENCY
- 4. DEMO: Paying bills by dateline until you fully understand the system.
- 5. HCO PL 26 Nov 65 FINANCIAL PLANNING
- 6. DEMO: Demo out what financial planning is.
- \*7. LRH ED 74 INT SOLVENCY
- 14 Jan 70
- 8. HCO PL 13 Feb 71 FINANCIAL PLANNING TIPS
- \*9. HCO PL 28 Sep 79RA I Finance Series 18RA,
- Re-Rev 12.11.80 INTRODUCTION TO THE NEW
- FINANCE SYSTEM (when released to your org)
- 10. HCO PL 25 Mar 81 PES ACCOUNT
- 11. DEMO: Demonstrate what gets paid into the PES ACCOUNT.
- 12. CLAY DEMO: The uses of the PES ACCOUNT.
- 13. ESSAY: How the PES ACCOUNT can be used to enable the Public Divisions to really reach out to their publics, and will generate many more public into the org for service.
- 14.
- 15.
- 16.

SECTION XV - EXEC COUNCIL AND AD COUNCIL

- \*1. HCO PL 21 Dec 66 I ADVISORY COUNCIL  
(Vol 7, pg 466)
- 2. HCO PL 21 Dec 66 II EXECUTIVE COUNCIL  
(Vol 7, pg 469)
- 3. HCO PL 9 Apr 70 CONFERENCE HATS  
(Vol 7, pg 473)
- 4. DEMO: a) What happens when a person comes to a conference.  
b) The correct, vital actions of any conference member.
- \*5. HCO PL 19 Apr 70 CONFERENCE PLANNING OFFICER  
(Vol 7, pg 474)
- \*6. FO 2478 CONFERENCE ACTIONS  
17.6.70  
(Vol 7, pg 475)
- 7. PRACTICAL: Actively participate in an EXEC COUNCIL.
- 8.
- 9.
- 10.

SECTION XVI - ADDITIONS/CORRECTIONS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

## SECTION XVII - LONG FORM PRODUCT CLEARING

At this point the staff member should be programmed by the C/S for Long Form Product Clearing per HCO PL 23 Mar 72 Esto Series 11, FULL PRODUCT CLEARING LONG FORM. He is to receive this as soon as possible, but this is not to prevent the staff member from completing his course.

## SECTION XVIII - POST PURPOSE CLEARING

Full Post Purpose Clearing should be done per HCOB 4 Aug 71R POST PURPOSE CLEARING. This should be done by a qualified Auditor with in-TR's, and should be done as soon as possible. If there is any delay, it is not to prevent the staff member from completing the course, in which case the C/S should program the action for the first opportunity.

## SECTION XIX - APPRENTICESHIP

A certificate of the post is to be issued but only when the period of apprenticeship has been served satisfactorily and valid stats of the post are presented (reference HCO PL 12 Aug 71 HAT CHECKSHEET REQUIRE-METS).

Upon successful completion of the above step, the following attest is to be completed (reference HCO PL 21 Jul 71 II VITAL HAS APPRENTICING ACTIONS):

a) I have studied all the materials of the post I am in training for.

b) I have studied and know:

- my post in relationship to the org;
- my post in relationship to all other orgs and Scn network;
- my post in relationship to myself.

c) I have worked on the post long enough to know the post, its functions, lines, terminals, what particles flow through the post, what changes I make to all these, what products I am expected to achieve and can achieve.

d) And I have become a valuable and full contributive member of the org.

Also per this PL it is the action and duty of the HAS that apprenticeship actions occur.

The HAS, the Senior and the Staff Member attest to the achievement of the above criteria:

I attest that \_\_\_\_\_ has achieved each of the points (a)-(d) above, and he can now be certified and posted as a PES (Provisional).

HAS: \_\_\_\_\_ DATE: \_\_\_\_\_

SENIOR: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTION XX - ATTEST

I attest that I have fully completed the above checksheet, have no misunderstands on the course materials and can consistently and successfully apply the course materials.

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

I attest that the above named student has fully completed the checksheet, knows and can apply the materials of the course and has no misunderstands.

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONAL: If the student is not Fast Flow, then an examination is to be passed in Qual on the materials of this checksheet.

I attest that this student has passed the exam.

EXAMINER: \_\_\_\_\_ GRADE: \_\_\_\_ % DATE: \_\_\_\_\_

The above named student has attested to having (a) properly enrolled on the course, (b) paid for the course, (c) studied and understands all the materials of the checksheet, (d) done the drills called for on the checksheet and (e) can produce the results required in the materials of the course, and is awarded the certificate of:

PUBLIC EXECUTIVE SECRETARY (PROVISIONAL)

(Permanent Certification is to be awarded the PES upon evidence of consistent post upstats.)

CERTS & AWARDS: \_\_\_\_\_ DATE: \_\_\_\_\_

George Cuthbertson  
Flag Compilations Bureau

Authorized by

AVC Int

Approved by

WATCHDOG COMMITTEE

for the

BOARD OF DIRECTORS  
of the  
CHURCH OF SCIENTOLOGY  
OF CALIFORNIA

