

FLAG DIVISIONAL DIRECTIVE
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

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|-----|----------------------|----------------------------|--|--|--|
| 1. | HCO PL 7 Feb 65 | KSW Series 1, KEEPING | | | |
| | Reiss. 27.8.80 | SCIENTOLOGY WORKING | | | |
| 2. | HCO PL 17 Jun 70R | KSW Series 5, TECHNICAL | | | |
| | Reiss. 30.8.80 | DEGRADES | | | |
| 2A. | HCO PL 14 Feb 65 | KSW Series 4, SAFEGUARDING | | | |
| | Reiss. 30.8.80 | TECHNOLOGY | | | |
| 3. | HCO PL 4 Apr 72R III | ETHICS AND STUDY TECH | | | |
| | Rev. 21.6.75 | | | | |
| 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		DIANETIC COUNSELLING		VOLUNTEER	
(INFO PACK)		GROUP		MINISTERS	
GROUP PROCESSING		OT COMMITTEE		PROGRAM	
GUNG-HO GROUPS		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. | | | | |
| 6. | CLAY DEMO: DIV 6B VFP. | | | | |
| 7. | CLAY DEMO: DIV 6C VFP. | | | | |
| 8. | HCO PL 20 Nov 65R | THE PROMOTIONAL ACTIONS | | | |
| | Rev. 6.3.81 | 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. Com-
pare 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

- | | | | | | |
|-----|---|--|-------|-------|-------|
| *1. | HCO PL 25 Mar 71 | Org Series 26, VALUABLE
FINAL PRODUCTS | _____ | _____ | _____ |
| 2. | <u>DRILL:</u> Go out into the Org and spot some VFP's that are really exchangeable. Write up for your supervisor what you found. | | | | |
| 3. | <u>SHORT FORM PRODUCT CLEARING:</u> Get Product Clearing Short Form done (metered) in Qual. (Ref. HCO PL 13.3.72 Esto Series 5) Note: If there is any stop on getting this done, the C/S is to put this in the student's auditing program to be done at the first opportunity and student continues on the checksheet. Qual Sec to sign off when SF Product Clearing is done. | | | | |
| *4. | HCO PL 7 Aug 76 I | AKH 33, Esto Series 31
NAME YOUR PRODUCT | _____ | _____ | _____ |
| *5. | HCO PL 7 Aug 76 II | AKH 34, Esto Series 32
WANT YOUR PRODUCT | _____ | _____ | _____ |
| *6. | HCO PL 7 Aug 76 III | AKH 35, Esto Series 33
TO GET YOU HAVE TO KNOW
HOW TO ORGANIZE | _____ | _____ | _____ |
| 7. | <u>DEMO:</u> a) Why a junior has to be gotten to want a product.
b) What happens when he does want one.
c) To get you have to know how to organize. | | | | |
| 8. | <u>PRACTICAL:</u> Have a junior name, want and get a product. | | | | |
| 9. | HCO PL 3 Mar 70 | HOW TO WRITE AN ED OR
ORDER | _____ | _____ | _____ |
| 10. | HCO PL 21 Sep 80 VI | AKH 38, Esto Series 46
PRODUCT OFFICERS | _____ | _____ | _____ |
| 11. | | | _____ | _____ | _____ |
| 12. | | | _____ | _____ | _____ |
| 13. | | | _____ | _____ | _____ |

SECTION VIII - TARGETING AND PLANNING

- | | | | | | |
|-----|---|--|-------|-------|-------|
| *1. | HCO PL 14 Jan 69 | OT ORGS | _____ | _____ | _____ |
| 2. | <u>CLAY DEMO:</u> 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. | <u>DRILL:</u> 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, DEPART-
MENTAL MINI PROGRAMS:
THE KEY TO ACHIEVEMENT | _____ | _____ | _____ |
| 7. | <u>PRACTICAL:</u> 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. | <u>DEMO:</u> 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 | _____ | _____ | _____ |

4. CLAY DEMO: It's perfectly all right to cope. One always must. But one must organize things while he copes.
- *5. HCO PL 28 Jul 72 Esto Series 26, Exec Series 16, Org Series 32, ESTABLISHING - HOLDING THE FORM OF THE ORGANIZATION
6. DEMO: Esto action from beginning to end per HCO PL 28 Jul 72.
- *7. HCO PL 14 Mar 72 II Esto Series 7, FOLLOW POLICY AND LINES
- *8. HCO PL 2 Aug 71 STUDY TIME
9. DEMO: Why staff must study.
- *10. HCO PL 15 Sep 70R EXECUTIVE RESPONSIBILITY FOR TRAINING STAFF
Rev. 25.4.79
- *11. HCO PL 29 Aug 70 I Personnel Series 1, PERSONNEL TRANSFERS CAN DESTROY AN ORG
12. DEMO: a) Personnel errors A-E per HCO PL 29 Aug 70.
b) Action: 1-5 from this PL for managing a production org.
- *13. HCO PL 2 Sep 74RA RECRUITING AND HIRING
Rev. 13.7.79
14. HCO PL 8 Dec 80 PUBLIC EXEC SEC PRIVILEGE
15. CLAY DEMO: The PES PRIVILEGE.
16. DEMO: Demonstrate how you will keep this PL in and how you will handle any violations of it.
17. _____
18. _____
19. _____

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 STATISTIC ANALYSIS
13. HCO PL 1 Feb 66 IV 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 EXPAN-
SION 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

- *1. HCO PL 6 Mar 66 REWARDS AND PENALTIES _____
- *2. HCO PL 15 Aug 67 DISCIPLINE, SP'S AND ADMIN, HOW STATS CRASH _____
3. DEMO: When you use discipline and when you don't. _____

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.	B re Body Routing)			
	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			

- | | | | | | |
|-----|--|---------------------|-------|-------|-------|
| 7. | HCO PL 16 Apr 65 III | HANDLING THE PUBLIC | _____ | _____ | _____ |
| | Reiss. 24.12.78 | INDIVIDUAL | | | |
| 8. | <u>CLAY DEMO</u> : The Dept 16B VFP. | | _____ | _____ | _____ |
| 9. | <u>PRACTICAL</u> : Body Route raw public into the Org until you can do it comfortably. | | _____ | _____ | _____ |
| 10. | <u>ESSAY</u> : 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
Rev. 13.2.80 | 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
10 Jan 75 | TICKETS | _____ | _____ | _____ |
| 9. | Review SOED 1258-1RB BOOKS (especially target 10) (This SOED is in the Dept 16A Section, item 5.) | | _____ | _____ | _____ |
| 10. | SOED 1258-2 INT
23 July 79 | THE BOOK SEMINAR SERIES
DIRECTIONS FOR USE | _____ | _____ | _____ |
| 11. | <u>DRILL</u> : Pick out one of the Book Seminars in the series and drill giving it until you can do it comfortably. | | _____ | _____ | _____ |
| 12. | <u>PRACTICAL</u> : 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
9 June 78 | PRODUCER HAT WRITE-UP | _____ | _____ | _____ |
| 14. | <u>DRILL</u> : 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. | <u>PRACTICAL</u> : Run an evening intro lecture as an event. Pick a night and run through the whole procedure. Hold the event. | | _____ | _____ | _____ |
| 17. | <u>CLAY DEMO</u> : 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. | | _____ | _____ | _____ |

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|---|--|---|-------|-------|-------|
| *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
(Vol 2, pg 309) | _____ | _____ | _____ |
| 6. | HCO PL 13 Jan 80 | DIVISION 2/DIVISION 6
REGISTRAR PUBLICS | _____ | _____ | _____ |
| 7. | HCO PL 14 Jan 80 | Big League Reg Series 16R
SUCCESSFUL REGISTRAR
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	_____	_____	_____

21. DRILL: Inspect your Divisions and find out what tapes and films are available for playing to the public. Check this list against what films and tapes are available in the most recent PUBS catalogue (including tapes and films translated into local languages if applicable). Also check over the list of materials in What Is Scientology? Chapter 19: "The List of Dainetics and Scientology Publications, Films & Tapes" pages 287-321.
22. ESSAY: Write up what you found in your inspection and work out what should be ordered for the Public Divisions' use (both tapes and films) and what you can do with the material you do have in PT. Present this to your supervisor, but keep a copy for your use.
23. HCO PL 6 May 71 AUDIENCE ALERTNESS AND
TAPE PLAYERS
24. SOED 1557 INT PUBLIC FILM READINESS
4 Nov 80 PROGRAM
Note: The above issue is advice on setting up space and lines to deliver a film to the public and the basic actions described apply to any film, not only POL.
25. DRILL: Inspect the tape playing and film equipment available for the Public Divisions' use against the standards required by the above issues. Note any points that need handling and take action to handle them.
26. DEMO: Demonstrate the actions required to set up and show a film and handle the public before, during and after the film.
27. HCO PL 20 Nov 65R PROMOTIONAL ACTIONS OF AN
(excerpt) ORGANIZATION: PROMO
ACTION #113
(Note: This PL appears earlier in the checksheet at Section III, item #9.)
28. PRACTICAL: Arrange to set up a Tape or Film play for an up coming event or FSM rally. Then carry through and have the tape or film play.
29. HCO PL 5 Jan 81 EXTENSION COURSES
30. CLAY DEMO: The VFP of Dept 17B.
31. _____
32. _____
33. _____

DEPARTMENT 17C DEPARTMENT OF THE CHAPLAIN

1. Review the Dept 17C Org Board.
2. Review the Dept 17C stats in HCO PL 28 Oct 80R II.
3. Review the counting of Dept 17C stats in HCO PL 28 Oct 80 II-1.
4. HCO PL 16 Apr 70 MORALE
(Vol 5, pg 293)
5. HCO PL 29 Aug 79R THE DEPARTMENT OF THE
Rev. 14.3.80 CHAPLAIN
6. HCO PL 5 Aug 66 II CHAPLAIN'S COURT CIVIL
HEARINGS
7. HCO PL 26 Dec 68 I THE THIRD PARY LAW
8. HCO PL 27 Jan 80 II RUDIMENTS (ARC BREAK)
PROGRAM
9. SOED 1597 INT HCO STATS AND CHAPLAIN
3.1.81
10. CLAY DEMO: The VFP of Dept 17C.
11. _____
12. _____
13. _____

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	PR Series 17R, PR AND		
	Rev. 9.8.72	CAUSATION		
8.	FO 3094	PRO AREA CONTROL		
	16 Dec 71	(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	FIELD AUDITORS BECOME		
	Rev. & Reiss. 14.1.68	STAFF		
	Reiss. 3.4.79			
5.	HCO PL 15 Oct 65	FSM SELECTION PAPERS AND		
	Reiss 11.2.79	COMMISSIONS		
6.	HCO PL 21 Apr 70	FIELD ETHICS		
7.	HCO PL 26 Mar 65 IIR	DEPT 18 - DIRECTOR OF		
	Rev. 24.1.76	CLEARING HAT - FIELD		
		STAFF MEMBERS		
8.	HCO PL 12 Dec 79	AN OPEN LETTER TO ALL		
		FSMS		
9.	HCO PL 5 Apr 79 IIR	NEW FSM (INSTANT PAYMENT)		
	Rev. 12.6.79	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 Rev. 7.9.75	THE DIANETIC COUNSELLING 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 Reiss. 14.9.80	PROMOTION AND MOTIVATION	_____	_____	_____
19.	HCO PL 21 Dec 80	RELIGION - CHURCH MEMBER- SHIPS	_____	_____	_____
20.	LRH ED 120R INT Rev. & Reiss. 16.1.75	AUDITORS ASSOCIATION PROJECT IN YOUR AREA	_____	_____	_____
21.	HCO PL 5 May 65 Reiss. 4.7.70	CLASSIFICATION, GRADATION AND AWARENESS CHART (especially re THE BRIDGE)	_____	_____	_____
22.	Review the material on events in the Department 16C section of this checksheet.				
23.	<u>DRILL</u> : 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.	<u>DRILL</u> : Dummy run the program you have written and ensure it covers all necessary points to pull off a successful event.				
25.	<u>PRACTICAL</u> : Carry out the program you have written. Have the event.				
26.	<u>ESSAY</u> : 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.	<u>CLAY DEMO</u> : 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.	<u>DEMO</u> : Demonstrate how "The Way to Happiness" booklet can be spread in your community (ref: section on "DIV 6's ROLE" in SOED 1631).				
11.	<u>BOOK</u> : THE VOLUNTEER MINISTER'S HANDBOOK (VMH) by L. Ron Hubbard available from Org Bookstores. VMH: INTRODUCTION pages lxvii-lxxi				
12.	<u>BOOK</u> : VMH: ORIENTATION PACK pages 29-34				
13.	<u>CLAY DEMO</u> : 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 programed 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 REQUIREMENTS).

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.

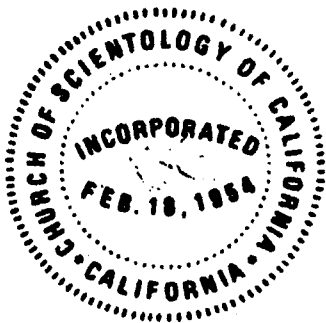
EXAMINER: _____ GRADE: _____ % DATE: _____

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