

CHECKSHEET FOR

~The~
Organization Executive
Course

~by~
L. Ron Hubbard

FOUNDER OF DIANETICS AND SCIENTOLOGY

BASIC
STAFF
VOLUME
0

PUBLICATIONS DEPARTMENT
Advanced Organization * Saint Hill * Denmark

BOARD POLICY LETTER

30 OCTOBER 1973R-1
(ADDITION OF 28 JANUARY 1977)

Remimeo
Orgs
SHs

ADDITION TO

ORGANIZATION EXECUTIVE COURSE CHECKSHEET

VOLUME 0

BASIC STAFF VOLUME

Please add the following Section to the beginning of
checksheet as the first items.

KEEPING SCIENTOLOGY WORKING

*1. HCO PL 7 Feb 65 KEEPING SCIENTOLOGY WORKING 35____

*2. HCO PL 17 Jun 70 TECHNICAL DEGRADES _____

3. _____

W/O Louise Kelly
Flag Mission 1710 I/C for

Training & Services Bureau

Aide

Authorized by AVU

for the

BDSC:RG:JG:LK:he

BOARDS OF DIRECTORS

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CHURCHES OF SCIENTOLOGY

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REPLACES
HCO PL 30 OCT 73 OF SAME TITLE
(NOT WRITTEN BY LRH)
AND BPL 30 OCT 73-1 "ERRATA ADDITION"

Org Exec Course Checksheet
Series 1R
ORGANIZATION EXECUTIVE COURSE CHECKSHEET
VOLUME 0
BASIC STAFF VOLUME

NAME: _____ ORG: _____ DAY / FDN _____

POST: SECT: DEPT: DIV:

DATE STARTED: _____ DATE COMPLETED: _____

THE COURSE: This Checksheet is the first of eight Checksheets which comprise the Organization Executive Course. The textbook for this Course is OEC Volume 0 in its entirety, which is available from all Scientology Organization Bookstores, or the Scientology Publications Organization, Jernbanegade 6, 1608 Copenhagen V, Denmark, or Scientology Publications Organization US, 2723 West Temple Street, Los Angeles, California, 90026.

PREREQUISITES: 1. Student Hat

CONDITIONS: All Scientology Organizations are authorized to run the OEC for staff and public.

HOW TO STUDY THIS COURSE: Twin checkouts are not required. The student studies the Course materials according to BPL 18 Oct 76 "Successful Training Lineup", ensuring that items are studied to achieve 100% understanding and ability to apply. The student studies all the materials, does all the drills on the checksheet.

The number following each checksheet item is the page number in Vol 0 OEC.

All cancelled policy contained in OEC Volume 0 have been deleted from the Checksheet. These cancelled issues are listed in Correction Section A at the back of the Checksheet with their OEC Volume page number.

WORD LISTS

Key words listed are to be defined using a dictionary if not easily defined and used in sentences until duplicated fully.

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INTRODUCTION

ORGANIZATION	— SCIENTOLOGY	— ADMINISTRATION	—
LAWS	— KNOWLEDGE	— PURPOSE	—
EXECUTIVE	— DIANETICS	— INTEGRITY	—
DIVISION	— PRODUCT	— STANDARD	—
COURSE	— STATISTIC	— SUPERVISOR	—
DEPARTMENTS	— ETHICS	— AUDITOR	—
BASIC	— POLICY	—	—

*1. HCO PL 8 Sep 69 THE ORG EXEC COURSE INTRO	1	— — —
2. HCO PL 21 Mar 67 ORG EXEC COURSE	3	— — —
3. HCO PL 20 Sep 69 STABILITY	4	— — —
4. HCO PL 4 Oct 69 ORGANIZATIONAL ENTURBULENCE	5	— — —
*5. HCO PL 9 Nov 68 IMPORTANT - STANDARD ADMIN	6	— — —
6. CLAY: Standard Administration		— — —
7.		— — —
8.		— — —
9.		— — —

HOW TO STUDY

*1. VITAL DATA ON STUDY	9	— — —
2. DEMO: The correct way to use a dictionary.		— — —
3. HCO PL 9 Sep 69 HOW TO STUDY THIS COURSE	11	— — —
4. HCO PL 27 Jul 69 WHAT IS A CHECKSHEET (Reissued as BPL)	12	— — —
*5. HCO PL 26 Aug 65 SCN TRAINING - TWIN CHECKOUTS	13	— — —
6. CLAY: All theory checkouts must consult the students understanding.		— — —
*7. HCO PL 4 Oct 64 THEORY CHECK-OUT DATA (Reissued 21 May 67)	16	— — —
8. DEMO: How to give a theory checkout.		— — —
9. DRILL: Give another student a theory checkout that consults his understanding.		— — —
*10. HCO PL 11 Oct 67 CLAY TABLE TRAINING	18	— — —
11. DEMO: The purpose of clay table training.		— — —
12. HCO PL 18 Sep 67 STUDY - COMPLEXITY AND CONFRONTING		— — —
13.	19	— — —
14.		— — —
15.		— — —

STAFF ORIENTATION

STAFF	— ASSOCIATION	— CODE	—
MEMBER	— SECRETARY	— RELIGION	—
HASI	— HCO	— POST	—
TECHNOLOGY	— BULLETIN	— HAT	—
ORGANIZATION	— FOLDER	— DIRECTOR	—
COMM CENTER	—		

*1. HCO PL 25 Apr 63 DUTIES OF A STAFF MEMBER	21	— — —
2. DEMO: 10 of the duties of a staff member.		— — —
3. HCO PL 20 Oct 61 NON-SCIENTOLOGY STAFF (Revised 7 Mar 67)	23	— — —
*4. HCO PL 5 Feb 69 PRESS POLICY - CODE OF A SCIENTOLOGIST	25	— — —

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5. HCO PL 6 Mar 69 SCIENTOLOGY IS A RELIGION (Reissued as BPL)	26	— — —
6. HCO PL 10 Jan 68 POLITICS, FREEDOM FROM	28	— — —
7. HCO PL 13 Feb 65 POLITICS	29	— — —
*8. HCO PL 21 Sep 58 THEORY OF SCIENTOLOGY ORGANIZATIONS	31	— — —
9. CLAY: An organization is a number of terminals and communication lines united with a common purpose.		— — —
10. DRILL: Write up three separate examples of "How a route and handling begins with a particle, develops with a theory, comes to life with an agreement and continues to work because of judgment & decision".		— — —
*11. HCO PL 7 Feb 65 KEEPING SCIENTOLOGY WORKING	35	— — —
12. CLAY: The ten points of Keeping Scientology Working.		— — —
1 __ 2 __ 3 __ 4 __ 5 __ 6 __ 7 __ 8 __ 9 __ 10 __		— — —
13. DRILL: Do a check of the course room to see if all 10 points of Keeping Scientology Working are in. Write up what you found and give it to your supervisor.		— — —
*14. HCO PL 14 Feb 65 SAFEGUARDING TECHNOLOGY	40	— — —
15. HCO PL 19 Oct 68 WHEN A STUDENT HAS FINISHED A COURSE . . .	41	— — —
16. HCO PL 31 May 68 AUDITORS	42	— — —
17. HCO PL 21 Feb 64 STAFF RUGULATIONS - AUDITING VERUS JOB	43	— — —
18. HCO PL 10 Aug 64 GOOD WORKERS	44	— — —
19. HCO PL 26 May 61 QUALITY COUNTS	45	— — —
*20. HCO PL 29 May 61 QUALITY AND ADMIN IN CENTRAL ORGS	46	— — —
21. DEMO: The function of Administrative Personnel in a Central Organization.		— — —
*22. HCO PL 20 Jul 66 STAFF STATUS	48	— — —
*23. HCO PL 22 Aug 66 ADDENDUM TO HCO PL 20 Jul 66 "STAFF STATUS"	49	— — —
*24. HCO PL 14 Dec 69 ORG PROTECTION (Reissued as BPL)	52	— — —
25. HCO PL 29 Mar 65 EXCERPTS FROM HCO PL 9 Nov 64 AND 26 Nov 64 (Revised)	53	— — —
*26. HCO PL 21 Mar 65 STAFF MEMBERS AUDITING OUTSIDE PCS	54	— — —
27. HCO PL 4 Jan 66 STAFF MEETING	55	— — —
*28. HCO PL 18 Apr 65 CONTESTS AND PRIZES	56	— — —

29.
30.
31.

— — —
— — —
— — —

EQUIPMENT AND SUPPLIES

SOURCE INTERNAL FORMS
SPACE REQUISITION EQUIPMENT
COMPANY INVENTORY OWNERSHIP
CORPORATION MATERIEL SURVEY
OPERATIONAL

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*1. HCO PL 2 Jun 59 PURCHASING LIABILITY OF STAFF MEMBERS	57	—	—	—
*2. HCO PL 22 Sep 65 KEYS	57	—	—	—
*3. HCO PL 8 Sep 65 SUPPLY OFFICER	58	—	—	—
4. DRILL: Get a copy of an Internal Requisition Form and fill it in for a needed supply item. Hand to your twin or supervisor for OK as an on policy IR.	—	—	—	—
5. DRILL: Make up a list of the types of supplies kept by the Supply Off and how they are distributed.	—	—	—	—
6. DRILL: How would you order 3 reams paper, 1 black pen, 1 blue pen, 1 red pen, a box of paper clips. Fill in correct IR forms and hand to twin. Twin makes up more items if student flunks.	—	—	—	—
*7. HCO PL 15 Feb 64 THE EQUIPMENT OF ORGANIZATIONS	59	—	—	—
8. DEMO: Title A, Title B, Title C possessions in Scientology orgs.	—	—	—	—
9. DRILL: Go around the org and identify types of equipment or org possessions as your twin points them out.	—	—	—	—
*10. HCO PL 3 Nov 65 EQUIPMENT	61	—	—	—
11. DRILL: Draw up a dummy inventory card for a piece of equipment which has been in the hands of more than one staff member.	—	—	—	—
*12. HCO PL 12 Oct 67 OPERATIONAL, DEFINITION OF	62	—	—	—
13. CLAY: OPERATIONAL.	—	—	—	—
14.	—	—	—	—
15.	—	—	—	—
16.	—	—	—	—

HATS

HAT	DISSEMINATION	REGULATIONS
FOLDER	UNITS	DEV-T
SEC ED	FUNCTION	ORGANIZATION
ORDERS	RULES	CHART
DUTIES	PURPOSE	PERSONNEL
SH	OPERATING	WW

*1. HCO PL 28 Feb 57 HATS 63 — — —

*2. HCO PL 5 May 59 POLICY ON SEC EDS AND HATS	64	— — —
3. CLAY: How a staff member can become a CAUSE POINT on his post.		— — —
*4. HCO PL 15 Sep 59 HATS AND OTHER FOLDERS	65	— — —
5. DRILL: Make up a dummy of hat, staff & technical folders with what should be in these folders. Make up a separate list of what does not go in a Hat Folder.		— — —
6. DRILL: Go to an area in the org and check if each of the terminals in this area have hat, staff and tech folders. Write up what you found and give to your supervisor.		— — —
*7. HCO PL 1 Jul 65 HATS, THE REASON FOR	66	— — —
8. ESSAY: How a staff member wears his own hat.		— — —
*9. HCO PL 7 Jan 66 LEAVING POST - WRITING YOUR HAT	70	— — —

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10. CLAY: What to do when leaving your post.	— — —	
11. DRILL: From HCO, find out a recent post change in the org. Check if points A-F were done at the time of post turnover. Write up what found and give it to your supervisor.	— — —	
*12. HCO, PL 7 Nov 62 CENTRAL ORGANIZATIONS EFFICIENCY	— — —	
13. ESSAY: Write down the purpose of your post. Now write down how you can achieve a self-determined and responsible continuous creation of your Dept and post.	— — —	
14. DRILL: Work out and write up a list of what can break or knock out communication lines in an org. Then write how you can hold your communication lines rigidly in place.	— — —	
*15. HCO PL 11 Apr 61 HOW TO DO A STAFF JOB	73	— — —
16. CLAY: What to do if a staff member is trying to get you to wear his hat.		— — —
*17. HCO PL 12 Sep 67 POST, HANDLING OF	74	— — —
18. DEMO: What is the essence of handling your post.		— — —
*19. HCO PL 22 Feb 68 EHTICS AND ADMIN, SLOW ADMIN	76	— — —
*20. HCO PL 4 May 68 HANDLING SITUATIONS	77	— — —
21. CLAY: Terminately handle.		— — —
22. DRILL: Think up and write out three examples of situations in the org or in life which are not handled and write up how you would see they are handled terminately.		— — —
23.		— — —
24.		— — —
25.		— — —

PROMOTION AND THE ORGANIZATION IMAGE

Define the following words, using a good dictionary when they cannot be easily defined, and put each word in

sentences until the concept of the word is grasped.

PUBLIC	—	PROMOTIONAL	—	EXIST	—
ACTIONS	—	INSOLVENCY	—	PERCEIVE	—
POWER	—	CONTROL	—	ORIENTED	—
COMMODITIES	—	DECISION POINTS	—	BANK	—
UNDERSTAND	—	ENLIGHTENED	—	PLANNING	—
DRAMATIZATIONS	—	PRINCIPLES	—	ETHNIC	—
FLOW	—	PROMOTION	—	MEDIA	—
Q AND A	—	PRANCHISE	—	IMAGE	—
APPEARANCE	—	POTENTIAL TROUBLE SOURCE (PTS)	—		

*1. HCO PL 16 Apr 65 HANDLING THE PUBLIC
(Rev & Reiss under INDIVIDUAL
title "All Divs") 78 — — —

2. CLAY: The rapidity of particle flow alone
determines power. — — —

3. ESSAY: Work out and write down how one can use
Policy regarding communication lines and then
not be in a position where one can be hit personally
by one's own communications. What actually
causes a staff member to be "hit" by his own
communication. — — —

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*4. HCO PL 17 Nov 65 THE BASIC PRINCIPLES
OF PROMOTION 82 — — —

5. CLAY: The basic principles of promotion. — — —

*6. HCO PL 20 Nov 65 THE PROMOTIONAL ACTIONS
OF AN ORGANIZATION 84 — — —

7. DRILL: Drill with twin or another student on
the promotional actions of your Dept & Division,
with coach stating an example & student correctly
identifying the correct promotional action.
This drill is completed when the student fully
understands the promotional actions of his own
Dept & Div & how they apply in actual working
conditions. — — —

*8. HCO PL 22 May 68 PROMOTIONAL ACTION
OF LRH COMMUNICATOR 90 — — —

9. HCO PL 24 Aug 65 CLEANLINESS OF QUARTERS AND
STAFF - IMPROVE OUR IMAGE 94 — — —

10. HCO PL 17 Jun 69 THE ORG IMAGE 95 — — —

11. DEMO: The zones that comprise the org image. — — —

*12. HCO PL 11 Dec 69 APPEARANCES IN
PUBLIC DIVISIONS 98 — — —

13. DRILL: Go around the org and note if the Image
of the org and its staff and its literature
and publications are acceptable. Write down
what found and give it to your supervisor. — — —

14. — — —

15. — — —

16. — — —

COMMUNICATION	— ORIGINATED	— PENDING	—	
COMMUNICATIONS	LINE POST	DISPATCH	—	(DESPATCH)
SYSTEM	FIXED TERMINAL	ORIGINAL	—	
INTRA-	BACKFLASH	ENTHETA	—	
ORGANIZATIONAL	MIMEOGRAPH	TELEX	—	
VIAS	REFUTAL	MISROUTED	—	
OUTFLOW	STENCILS	INFLOW	—	
TIME MACHINE	INTERNAL	EXTERNAL	—	
FINANCIAL	PHOTOLITHOGRAPH	INTENTION	—	
PLANNING	AOA	—		

*1. HCO PL 6 Jul 59 OUTFLOW	100	— — —
*2. HCO PL 4 Jan 66 SCIENTOLOGY ORGANIZATIONS COMMUNICATIONS SYSTEM: DISPATCHES	101	— — —
3. DRILL: Coach tells student to write despatches to various terminals in the org, from different posts, one by one, until the student can write a standard on policy despatch. Coach then writes several off policy despatches and has student spot and correct all outnesses.		— — —
4. CLAY: Comm Centre baskets and their relationship to the org board for (a) small orgs, (b) large orgs.		
*5. HCO PL 30 Mar 66 THE THREE BASKET SYSTEM	104	— — —
6. DRILL: Put up an on policy 3 basket system for a post named by the coach. Student passes when he can do this rapidly and correctly.		— — —

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*7. HCO PL 22 Jun 64 ORGANIZATION POSTS - TWO TYPES	105	— — —
8. CLAY: A) Line post. B) Fixed terminal.		— — —
9. DRILL: Coach has student name six line posts and 6 fixed terminal posts.		— — —
*10. HCO PL 10 Apr 63 WHAT AN EXECUTIVE WANTS ON HIS LINES	106	— — —
11. ESSAY: Why an Exec wants information, appointment and dismissals of personnel for his action or confirmation, financial matters, acknowledgements on his lines and why he doesn't want demands for decisions, backflashes and can'ts and entheta on his lines.		
*12. HCO PL 31 Jan 61 MESSAGE PLACEMENT	108	— — —
13. DRILL: Coach drills student on handling of telexes and how to handle (a) original (b) copies correctly.		— — —
14. DRILL: Coach drills the student on the handling of routine despatches, "rush" despatches and letters.		— — —
*15. HCO PL 21 Sep 61 DESPATCH LINES	109	— — —
*16. HCO PL 29 Mar 65 ROUTING DESPATCHES	110	— — —
17. HCO PL 2 Apr 65 HEED HEAVY TRAFFIC WARNINGS	111	— — —

18. ESSAY: What to do if there is impending heavy traffic in an org.	— — —
19. HCO PL 26 May 65 COMMUNICATIONS - REGISTERED MAIL	112 — — —
20. HCO PL 11 Jun 65 CORRECTION TO HCO PL 26 MAY 65	112 — — —
*21. HCO PL 10 Jul 65 LINES AND TERMINALS - ROUTING	113 — — —
22. ESSAY: What to do if anyone changes any lines and terminals routing without proper clearance or policy utilization.	— — —
23. CLAY: How lines flow when staff are wearing Their hats. Add a disarrangement caused by unhattedness and demonstrate what happens to the lines, then remove the disarrangement and get the lines flowing again.	— — —
24. HCO PL 28 Jul 65 HANDLING OF PHOTOGRAPHS	114 — — —
*25. HCO PL 17 Jul 66 DESPATCHES, SPEED UP	115 — — —
*26. HCO PL 17 Oct 66 STALE DATE REPORTS	116 — — —
27. CLAY: A stale-dated report and how to handle.	— — —
28. HCO PL 15 Apr 68 TO ENSURE SPEED AND ACCURACY OF RELAY TELEX TRAFFIC . . .	117 — — —
29. HCO PL 30 Sep 69 ORDERS OF THE DAY (Reiss as BPL)	118 — — —
30.	— — —
31.	— — —
32.	— — —

DEVELOPED TRAFFIC DEV-T

DEVELOPED	—	TRAFFIC	—	COMMUNICATOR	—
ANALYSIS	—	UNUSUAL	—	RESPONSIBILITY	—
SOLUTION	—	FALSE REPORT	—	PROPORTIONATE PAY	—
OFF-LINE	—	CONDITIONS	—	SOLVENT	—
OFF-POLICY	—	CHANNEL	—	CONTRA-SURVIVAL	—

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ORGANIZING	—	BUGGED	—	COUNCIL	—
OFF-ORIGIN	—	BACKLOG	—	COMPLETED	—
NON-COMPLIANCE	—	PROBLEM	—	REVIEW	—
INCOMPLETE	—	SOLUTION	—	MISUNDERSTOOD	—
CLEANING	—	CLEANS	—		

*1. HCO PL 2 Jul 59 DEVELOPED TRAFFIC - THE DELIRIUM TREMENS OF CENTRAL ORGS	119 — — —
2. CLAY: Developed traffic.	— — —
3. HCO PL 2 Jul 59 STAFF AUDITING REQUIREMENT	120 — — —
*4. HCO PL 19 Aug 59 HOW TO HANDLE WORK	122 — — —
5. CLAY: How to do work.	— — —
*6. HCO PL 4 Sep 59 COMPLETED STAFF WORK	123 — — —
7. DRILL: Coach gives student three situations and gets student to compile 3 different CSWs. Situations must be in the area of student	

familiarity. If any flunks, coach has student do some more. Student passes this drill when he/she can compile an excellent CSW rapidly.	— — —
*8. HCO PL 17 Nov 64 OFFLINE AND OFFPOLICY - YOUR FULL IN BASKET	125 — — —
9. HCO PL 31 Jan 65 DEV-T	131 — — —
10. EXERCISE: Write up 20 examples each of: Off Line, Off Policy and Off Origin.	— — —
11. ESSAY: Why Dev-T is returned to the originator.	— — —
12. DRILL: Coach drills student on different examples using all different types of Dev-T, verbally and in writing, until the student can rapidly and easily spot and handle Dev-T correctly.	— — —
13. DRILL: Go around the org and locate actual examples of Dev-T in the org in baskets or comm baskets. Those found are indicated as such on the despatch and left for the staff member concerned to handle.	— — —
*14. HCO PL 8 Feb 65 DEV-T ANALYSIS	134 — — —
15. CLAY: Dev-T analysis actions 1-5.	— — —
*16. HCO PL 13 Oct 65 DEV-T DATA - EXECUTIVE RESPONSIBILITY	136 — — —
*17. HCO PL 5 Jan 68 DEV-T SERIES, PART OF OVERFILLED IN BASKET - BAD NEWS	137 — — —
18. ESSAY: How non-compliance and false reports hit an Exec's lines and how to handle.	— — —
*19. HCO PL 27 Jan 69 DEV-T SUMMARY LIST	138 — — —
*20. HCO PL 30 Jan 69 DEV-T SUMMARY LIST (Reiss as BPL) ADDITIONS	142 — — —
21. DEMO: An example of each of the 51 types of Dev-T.	— — —
22. DRILL: Go around the org and find 10 types of Dev-T.	— — —
*23. HCO PL 27 Oct 69 ADMIN KNOW-HOW 23 DEV-T	145 — — —
24. CLAY: Confusion and the Stable Datum.	— — —
25. DRILL: Coach gets the student to write up ten examples of a confusion and the stable datum which will resolve each situation.	— — —
26. DRILL: Coach gets the student to demonstrate, using bits and pieces, paper clips, etc. three different examples of a confusion and how to resolve the confusion.	— — —

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27. DRILL: Coach drills the student by presenting him with confusing situations, one by one, on a gradient of difficulty, and getting the student to rapidly locate the stable datum to resolve each situation.	— — —
*28. HCO PL 4 Nov 69 DEV-T GRAPHED	147 — — —
29. DRILL: Draw up a large chart which shows that an Org Board is that arrangement of persons, lines and actions which classifies types of confusions and gives a stable terminal to each	— — —

type. — — —

30. CLAY: How Confusion and the Stable Datum is graphed on every org board as per HCO PL 4 Nov 69 "Dev-T Graphed". — — —

(a) Stable Terminal —
 (b) Missing Terminal —
 (c) Unstable Terminal —
 (d) Unstable Senior Terminal —
 (e) Unstable Junior Terminal — — —

31. ESSAY: What is Dev-T and how is it handled. — — —

32. CLAY: How being a stable terminal knocks out Dev-T. — — —

33. — — —

34. — — —

35. — — —

ETHICS & JUSTICE

ETHICS	—	RIGHTS	—	ATTESTATION	—
COUNTER-	—	JUSTICE	—	ENVIRONMENT	—
INTENTION	—	LEGAL	—	AMNESTY	—
LAW	—	AMENDS	—	OTHER-	—
MECHANISMS	—	CIVIL COURT	—	INTENTIONEDNESS	—
INDICATOR	—	OFFENSES	—	CONTRACT	—
CHIT	—	PENALTIES	—	EMERGENCY	—
COMMOTION	—	TREASON	—	DOUBT	—
ERROR	—	OMISSION	—	MISDEMEANOR	—
OVERT	—	MISCONDUCT	—	CONVENING-	—
PETITION	—	CRIME	—	AUTHORITY	—
EMERGENCY	—	PETITIONER	—	INSUBORDINATION	—
NORMAL-	—	POWER	—	AFFLUENCE	—
OPERATION	—	MAYHEM	—	REPORT	—
COPYRIGHT	—	NON-EXISTENCE	—	BYPASS	—
REGISTERED-	—	DANGER	—	HANDLE	—
MARK	—	OIC	—		

*1. HCO PL 18 Jun 68 ETHICS 153 — — —

2. CLAY: (a) The purpose of Ethics is to remove counter intentions from the environment. — — —
 (b) And having accomplished (a) above, that purpose becomes to remove other intentionedness from the environment. — — —

3. CLAY: A mechanism which can mask a counter-intention. — — —

*4. HCO PL 7 Mar 65 OFFENSES AND PENALTIES(Rev 12.7.71) 154 — — —

5. DRILL: Coach drills student with lots of different examples of errors, misdemeanours and crimes and has student identify what they are until the student has good knowledge of all offenses and penalties. — — —

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*6. HCO PL 17 Mar 65 RIGHTS OF A STAFF MEMBER,
 STUDENTS AND PRECLEARS

TO JUSTICE	157	— — —
*7. HCO PL 17 Mar 65 ADMINISTERING JUSTICE	159	— — —
*8. HCO PL 27 Mar 65 THE JUSTICE OF SCIENTOLOGY ITS USE AND PURPOSE.		
BEING A SCIENTOLOGIST	160	— — —
9. DRILL: Write out ten ways a Scientologist could use (1) Scientology tech, (2) its admin and (3) justice procedures on the world around him to handle environmental enturbation.		— — —
*10. HCO PL 5 Apr 65 SCIENTOLOGY MAKES A SAFE ENVIRONMENT	162	— — —
*11. HCO PL 10 Apr 65 DISMISSALS, TRANSFERS AND DEMOTIONS	163	— — —
*12. HCO PL 29 Apr 65 PETITION	164	— — —
*13. HCO PL 26 May 65 PETITIONS	165	— — —
14. DRILL: Write up an on policy petition.		— — —
*15. DRILL: 1 May 65 STAFF MEMBER REPORTS	166	— — —
16. DRILL: Write up ten different kinds of Ethics Chits, indicating which copy goes to Ethics and person concerned and on which routing.		
*17. HCO PL 16 Mar 65 INDICATORS OF ORGS	169	— — —
18. CLAY: The bad indicators of an org: (a) dilettantism, (b) wild rumours, (c) an ARC Broken field and (d) bad tech		
*19. HCO PL 15 Aug 65 THINGS THAT SHOULDN'T BE	172	— — —
20. HCO PL 27 Aug 65 HOUSING - STAFF, STUDENTS, PRECLEAR	172	— — —
*21. HCO PL 1 Sep 65 ETHICS PROTECTION	173	— — —
22. ESSAY: How Ethics protection works.		— — —
*23. HCO PL 15 Nov 65 REPORTING OF THEFT AND ACTION TO BE TAKEN	175	— — —
*24. HCO PL 15 Dec 65 ETHICS CHITS	176	— — —
*25. HCO PL 6 Mar 66 REWARDS AND PENALTIES	177	— — —
*26. HCO PL 5 Mar 68 ADMINISTRATIVE KNOW - HOW JOB ENDANGERMENT CHITS		
*27. HCO PL 26 Dec 68 THE THIRD PARTY LAW	181	— — —
28. CLAY: Third Party Law.	183	— — —
*29. HCO PL 24 Feb 69 JUSTICE	185	— — —
30. DEMO: The 12 probable causes for an upset or down stat area.		
*31. HCO PL 7 Dec 69 ETHICS, THE DESIGN OF	187	— — —
*32. HCO PL 23 Sep 67 NEW POST FORMULA - THE CONDITIONS FORMULAS	189	— — —
33. CLAY: Formulas for: a. Non-Existence — d. Normal Operation — b. Danger — e. Affluence — c. Emergency — f. Power — g. Power Change —		— — —
34. DRILL: Coach drills student on the conditions by presenting different examples of situations, having student assign the right condition and give the formula for the condition.		— — —
*35. HCO PL 5 Jan 68 CONDITIONS ORDERS, EXECUTIVE ETHICS	194	— — —
*36. HCO PL 30 Apr 65 EMERGENCY, STATE OF	195	— — —
37. DEMO: How to prevent an Emergency.		— — —
*38. HCO PL 1 Sep 65 MAILING LIST POLICIES	198	— — —

39. HCO PL 30 Sep 65 STATISTICS FOR DIVISIONS	200	— — —
*40. HCO PL 15 Jan 66 HOLD THE FORM OF THE ORG DON'T BRING ABOUT DANGER CONDITIONS	202	— — —
*41. HCO PL 16 Jan 66 DANGER CONDITION	204	— — —
*42. HCO PL 19 Jan 66 DANGER CONDITION, WARNING THE JUNIOR WHO ACCEPTS ORDERS FROM EVERYONE	207	— — —
*43. HCO PL 1 Feb 66 DANGER CONDITIONS - INSPECTIONS BY EXECUTIVE SECRETARIES. HOW TO DO THEM	208	— — —
44. CLAY: How to do an Executive Inspection.	—	— — —
*45. HCO PL 19 Jan 66 DANGER CONDITION - RESPONSIBILITIES OF DECLARING	211	— — —
*46. HCO PL 1 Feb 66 STATISTICS, ACTIONS TO TAKE STATISTIC CHANGES	213	— — —
*47. HCO PL 23 Feb 66 APPOINTMENTS AND PROMOTIONS	215	— — —
*48. HCO PL 28 Feb 66 DANGER CONDITION DATA - WHY ORGANIZATIONS STAY SMALL	216	— — —
49. CLAY: A large organization is composed of groups, a small organization is composed of individuals.	—	— — —
*50. DRILL: Demo for twin the pyramid of personnel according to (a) Secretary and Directors (b) Directors and Section Heads (c) Section Heads and Unit Heads	—	— — —
*51. HCO PL 6 Nov 66 ADMIN KNOW-HOW STATISTIC INTERPRETIVE	221	— — —
52. DRILL: Draw the following on a separate stat graph: (a) A stat which is going up on a Normal Trend. (b) A paused statistic. (c) A backlog stat. (d) Two graphs which predict trouble in the future. (e) A dangerous graph.	—	— — —
53. DRILL: Write up ten examples of justifying a statistic.	—	— — —
*54. HCO PL 12 Feb 67 ADMIN KNOW-HOW THE RESPONSIBILITIES OF LEADERS	225	— — —
55. CLAY: The seven laws of POWER: 1. __ 2. __ 3. __ 4. __ 5. __ 6. __ 7. __	—	— — —
*56. HCO PL 24 Jul 67 FIXED PUBLIC CONSUMPTION OF PRODUCT	—	— — —
57. CLAY: How not to "fix a consumption statistic."	—	— — —
58. ESSAY: Why expansion (product increase) is _the_whole_reason_ to simply assign moderate conditions by ups and downs of the graphs.	—	— — —
59. DRILL: Demo what to do if a stat is	—	— — —

apparently up but there is no department or section there.

*60. HCO PL 6 Oct 67 CONDITION OF LIABILITY 237 ____
*61. HCO PL 18 Oct 67 CONDITIONS ON ORGS OR DIVISIONS OR DEPTS - CLARIFICATION 239 ____

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*62. HCO PL 18 Oct 67 FAILURE TO FOLLOW OF APPLY CONDITION 240 ____
*63. HCO PL 23 Oct 67 ADMIN KNOW-HOW CONDITIONS, HOW TO ASSIGN 241 ____
*64. HCO PL 23 Oct 67 ENEMY FORMULA 245 ____
*65. HCO PL 8 Feb 68 ADMIN KNOW HOW NO. 18 STATISTIC RATIONALIZATION 246 ____
*66. HCO PL 14 Mar 68 CORRECTED TABLE OF CONDITIONS 247 ____
*67. HCO PL Oct 68 TREASON FORMULA 247 ____
68. CLAY: Formulas for: A. Treason ____
B. Enemy ____ C. Doubt ____ D. Liability ____ ____
69. HCO PL 13 Feb 69 ETHICS PROTECTION CONDITIONS
 BLUE STAR, GREEN STAR,
 GOLD STAR 248 ____
*70. HCO PL 20 Apr 69 HATS, NOT WEARING 249 ____
71. ____
72. ____
73. ____
74. ____

THE PATTERN OF THE ORG AND THE SOURCE OF ITS INCOME

RELEASE	____	CYCLE	____	BODY	____
PRODUCTION	____	TECH:ADMIN RATIO	____	CLEAR	____
ROTATION	____	UPSTAT	____	OT	____
THEORY	____	ABILITY	____	SELECTION	____
SERVICE	____	INFO PACK	____	MONEY	____
INACTIVE	____	INACTIVE	____		

*1. HCO PL 1 May 65 ORGANIZATION - THE DESIGN OF THE ORGANIZATION 250 ____
2. DRILL: Make a list of the Department names and work how each of these can be applied as the . Cycle of Production in (a) your post (b) your life, and spot any missing awareness levels as applied to (a) and (b) and make a list of these. Work out how to get them in. 252 ____
3. HCO PL 26 Oct 67 THE PUBLIC DIVISIONS 254 ____
4. HCO PL 15 Dec 69 CLASS OF ORGS 255 ____
5. HCO PL 8 Feb 68 SEA ORG ZONES OF PLANNING
*6. HCO PL 9 Dec 69 LRH ED 49 INT ORGANIZATION PROGRAM NO. 1 256 ____
7. DEMO: What you do when an org has less than 5 staff. ____
8. ESSAY: How to prevent an org from shrinking. ____

*9. HCO PL 21 Nov 68 SENIOR POLICY	277	— — —
10. CLAY: We always deliver what we promise.		— — —
*11. HCO PL 30 Jul 68 INCOME SENIOR DATUM	277	— — —
*12. HCO PL 18 Nov 69 CENTRAL FILES, VALUE OF. THE GROSS INCOME OF THE ORG AND WHY	278	— — —
13. CLAY: The only route, points 1-4, by which you get in gross income.		— — —
*14. HCO PL 11 Jan 68 SPEED OF SERVICE (ED 805 INT)	280	— — —

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15. ESSAY: From your post, how you can increase speed of service.		— — —
*16. HCO PL 19 Mar 68 SERVICE	281	— — —
17.		— — —
18.		— — —
19.		— — —

EXECUTIVE ACTION AND DUTIES

CAMOUFLAGED HOLE	—	PROPORTIONAL	—	WORK BURDEN	—
EXECUTIVE	—	DYNAMICS	—	WORKERS	—
PRIMARY	—	SUB-DIVISION	—	VIABLE	—
SECONDARY	—	ORGANIZED	—	SURVIVAL	—
CAMPAIGN	—	SINGLE-HAND	—	FAST FLOW	—
PERSONNEL	—	ALLIES	—	COMPLIANCE	—
USERS	—	DISCUSSION	—		

*1. HCO PL 25 Mar 63 A MODEL HAT FOR AN EXECUTIVE	282	— — —
2. CLAY: The 3 primary purposes of an Executive.		— — —
1. __ 2. __ 3. __		— — —
3. DRILL: Write up 5 specific examples of 1, 2 and 3 above at Div Head or Dept Head level.		— — —
4. CLAY: The 5 secondary purposes of an Executive.		— — —
1. __ 2. __ 3. __ 4. __ 5. __		— — —
5. DRILL: Write up five specific examples of 1-5 above based on the five writeups in Drill #2 above.		— — —
6. DRILL: Write up how an Exec puts hats on people while maintaining production. There must be at least 5 different ways this is done expressed.		— — —
7. DEMO: What to do when having trouble with a terminal on a long distance comm line.		— — —
8. ESSAY: (a) How a good Executive can utilize willing personnel. (b) What to do with the defiant negative or wholly shiftless.		— — —
*9. HCO PL 25 Oct 68 IMPORTANT ADMIN KNOW-HOW	285	— — —
10. DEMO: How to put in a new program which has not earlier been undertaken.		— — —
*11. HCO PL 7 Mar 69 ORGANIZATION	287	— — —
12. CLAY: Organization is a sub-division of actions and duties into specialized functions.		— — —
13. DRILL: Coach presents student with 5 different situations and has student write how to handle		— — —

it and what must be done to organize the group to handle and do their own jobs. Sits presented should be on comparable org board level to the student.

*14. HCO PL 19 Dec 69 EXECUTIVE DUTIES	289	—	—	—
15. DRILL: Write out 5 examples not higher than Div Head level on how an Exec would think of the <u>area</u> and organization first and repair that, then think of the individual and straighten him out.				
*16. HCO PL 29 Mar 65 THE FAST FLOW SYSTEM	291	—	—	—
17. CLAY: Fast flow system of Management.		—	—	—
18. DRILL: 5 examples of how the fast flow system of Management operates in an org.		—	—	—
*19. HCO PL 6 Feb 68 ORGANIZATION - THE FLAW	292	—	—	—

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*20. HCO PL 23 Apr 65 PROBLEMS	293	—	—	—
21. ESSAY: Why an Exec never accepts problems from juniors.		—	—	—
*22. HCO PL 1 May 65 ORDER BOARD AND TIME MACHINE	296	—	—	—
23. DRILL: Write up an Exec Time Machine Order, indicating which copy goes to Ethics Time Machine and which copy goes to the person concerned and on what lines and how the compliance is reported.		—	—	—
24. DRILL: Using the examples compiled in #23 above, handle the orders according to Dept 3 actions done when the compliance is not received when the T/M period has expired.		—	—	—
*25. HCO PL 30 Apr 69 ORDERS AND RESPONSIBILITY	298	—	—	—
*26. HCO PL 15 Dec 69 ORDERS,QUERY OF	299	—	—	—
27. DRILL: Write up exactly how to compile an Orders, Query Of.		—	—	—
*28. HCO PL 19 Jul 65 POLICY, HOW TO HANDLE THE PEOPLE WHO QUOTE POLICY	301	—	—	—
29. DRILL: Coach has student give an order and handle the attempt by the Coach to quote policy to show it can't be done.		—	—	—
*30. HCO PL 4 Nov 69 COMPLIANCE VERSUS DISCUSSION (Reiss as BPL)	302	—	—	—
31. CLAY: Compliance versus Discussion.		—	—	—
32.		—	—	—
33.		—	—	—
34.		—	—	—

PROGRAMMING AN ORGANIZATION - PLANNING AND TARGETS

CHARTERED ACCOUNTANT	—	ADMINISTRATOR	—	FAILED	PURPOSE	—
PROGRAMMING	—	AUDIO-VISIO	—	KEY		—
LEADERSHIP	—	PLANS	—	BUREAUCRACY		—
POSITIVENESS	—	CROSS ORDERS	—	PLANNING		—
AGREEMENT		A=A=A		PROSPERITY		

GRADIENT	— STABILITY	— VALUES	—
PARTICIPATE	— CONTRACTION	— EXECUTION	—
VITAL	— TARGET	— CONDITIONAL	—
POLITICIAN	— OPERATING	— ADMINISTRATOR	—
QUOTAS	— OBSERVATION	— AUDITOR	—
PROPAGANDA	— SUPERVISION	— REHABILITATE	—
PRODUCERS	— FREEDOM	— USERS	—
INTELLIGENCE	— RESOURCES	— SPECTATORISM	—
CASH-BILLS RATIO	— PROCESSES	—	—

*1. HCO PL 3 Nov 66 ADMIN KNOW-HOW LEADERSHIP	303	— — —
2. CLAY: Positiveness		— — —
3. CLAY: Good leadership:		— — —
(a) Works on not unpopular programs		—
(b) Issues positive orders		—
(c) Obtains or enforces compliance		—
*4. HCO PL 4 Dec 66 ADMIN KNOW-HOW EXPANSION		— — —
THEORY OF POLICY	305	— — —
5. CLAY: Thetan, Mind, Body, Product		— — —
6. DRILL: Write up five examples of how Thetan, Mind, Body, Product bring about production and are a necessary factor to survival and expansion.		— — —

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7. CLAY: Correct expansion versus over expansion as applied to any Section in an org.		— — —
8. HCO PL 24 Dec 66 ADMIN KNOW-HOW		—
HOW TO PROGRAMME AN ORG	311	— — —
9. HCO PL 24 Dec 66 ADMIN KNOW-HOW HOW TO		—
PROGRAM AN ORG CORRECTIONS		—
AND ADDITIONS	316	— — —
10. CLAY: The 6 steps of What is a Programme from HCO PL 24 Dec 66.		— — —
11. DRILL: Write up 3 examples of a special project the ED of your org might put in his office in Dept 19 and what handling steps will be done with each project.		— — —
*12. HCO PL 14 Jan 66 OT ORGS	318	— — —
13. CLAY: The Law: To restore life and action is to rekindle the failed purpose. The stops will blow at once.		— — —
14. DRILL: Student must write up 10 examples of how a person can <u>participate</u> on post and in life.		— — —
*15. HCO PL 16 Jan 69 TARGETS TYPES OF	321	— — —
16. CLAY: (a) Major Target		—
(b) Primary Target		—
(c) Conditional Target		—
(d) Operating Target		—
(e) Production Target		—
*17. HCO PL 18 Jan 69 PLANNING AND TARGETS	324	— — —
18. DRILL: Make up a full CSW of a Plan.		— — —
*19. HCO PL 24 Jan 69 TARGET TYPES	326	— — —
20. DRILL: Write out three simple programs which cover all types of targetting, as above.		— — —

*21. HCO PL 24 Jan 69 PURPOSES AND TARGETS	327	— — —
*22. HCO PL 14 Sep 69 ADMIN KNOW-HOW NO. 22 THE KEY INGREDIENTS	328	— — —
23. CLAY: The Key Ingredients.		— — —
24. DRILL: From the three programs written up in Target 20 above, which will be termed "the existing programs" work out how you are going to (a) put in a new system paralleling the old system in the area involved and (b) survey the old system and existing programs to preserve, eradicate or combine with new plans.		— — —
*25. HCO PL 23 Oct 69 PROGRAMMING	334	— — —
26. DRILL: Write out an example of each of the 10 Maxims in HCO PL 23 Oct 69 Programming.		— — —
27.		— — —
28.		— — —
29.		— — —

POLICY LETTERS AND EXECUTIVE DIRECTIVES

STRUCTURE	—	SUB-PURPOSES	—	COURT MARTIAL	—
NEGOTIATION	—	BASIC PURPOSE	—	R6	—
STRATEGY	—	BANDA	—	INTERROGATORY	—
TACTICS	—	SEC ED	—		

*1. HCO PL 5 Mar 65 POLICY: SOURCE OF	336	— — —
2. CLAY: Policy		— — —
*3. HCO PL 13 Mar 65 THE STRUCTURE OF ORGANIZATION WHAT IS POLICY?	338	— — —

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4. CLAY: The Formula of Policy, Expansion Formula: 1. — 2. — 3. —		— — —
5. CLAY: (a) Basic Purpose, (b) Sub-Purpose		— — —
6. DRILL: Write up five examples each of the three parts of the formula of Policy, as applied to any area.		— — —
7. DRILL: Go to 3 different areas of the org and check if the 3 parts of the Formula of Policy are in. Write up what you found and give it to your supervisor.		— — —
8. DRILL: Work out the statistics for the main activities of: (a) a Secretarial Agency (b) a bookshop (c) a fruit shop (d) a motor cycle repair shop (e) a paper mill		— — —
9. CLAY: The Expansion Formula		— — —
10. DRILL: Write up five examples of the expansion formula in action.		— — —
*11. HCO PL 7 May 65 CANCELLATION - MIMEO DISTRIBUTION CHANGES	345	— — —
*12. HCO PL 8 May 65 FLASH COLOURS AND DESIGNATIONS	346	— — —
13. DRILL: Write up a dummy HCO Ethics Order and		— — —

and HCO Interrogatory.

14. DRILL: (a) Write up all the different kinds of mimeo issues and what colour paper and ink apply. (b) Write up the precedence or orders and the seniority of personnel involved.

*15. HCO PL 13 Sep 65 ISSUE AUTHORITY REQUIRED
FOR MIMEO

16. HCO PL 4 Jan 66 OFFICE OF LRH - SEC
EDS AND HCO EXEC LTRS

*17. HCO PL 3 Feb 66 SEC ED CHANGE IN ISSUE
& USE

*18. HCO PL 3 Feb 66 SEC EDS - DEFINITION AND
PURPOSE - CROSS
DIVISIONAL ORDERS

*19. HCO PL 13 Feb 66 SEC ED OK (Continued) POL
LTR CHANGES AND ORIGINS

*20. HCO PL 13 Mar 66 ORDERS, PRECEDENCE OF
PERSONNEL, TITLES OF

*21. HCO PL 10 Aug 66 SEC EDS, EXECUTIVE
DIRECTOR AND GUARDIAN

*22. HCO PL 6 Sep 66 ED 1 INT -
RENAMING OF SEC EDS

23. ESSAY: Write up an essay on the purpose and use of the Executive Directive.

*24. HCO PL 20 Oct 66 SIGNATURES OF POL LTRS

*25. HCO PL 9 May 68 EXECUTIVE DIRECTIVE FROM
(Reissued as BPL) L. RON HUBBARD

*26. HCO PL 14 Apr 69 BULLETIN AND POLICY
(Reissued as BPL) LETTER DISTRIBUTION

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APPENDIX

*27. HCO PL 12 Oct 62 BASIC PURPOSES OF
A SCIENTOLOGY ORGANIZATION 368 ____
28. ____
29. ____
30. ____

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CORRECTION SECTION

Under Section A are listed all policy contained in OEC Volume 0 which have been cancelled. Cancelled issues which have been replaced by another PL have the replacement noted. (Your Course Admin will have an "Additions" Pack.)

Under Section B are listed all policy in OEC Volume 0 which have been reissued and revised as BPLs. (The revised BPLs should also be contained in the "Additions" Pack.)

Under Section C are listed all HCO PLs which have been revised. (These also are in the "Additions" Pack.)

A. CANCELLATIONS

1. HCO PL 3 Oct 60 HOLIDAY PAY AND SICK LEAVE cancelled

and replaced by HCO PL 13 Oct 72 FREELOADERS and BPL 3 Mar 72 II STANDARD STAFF CONTRACT, LEGAL PARENT OR GUARDIAN CONSENT FOR MINORS.	50	— — —
2. HCO PL 10 Nov 69 FORMER STAFF MEMBERS cancelled and replaced by HCO PL 13 Oct 72 FREELOADERS and BPL 13 Oct 72R II FREELOADER PROGRAM ADMINISTRATION.	51	— — —
3. HCO PL 1 Jan 68 HAT WRITE UPS AND FOLDERS INSPECTION OF HAT FOLDERS cancelled and replaced by HCO PL 22 Sep 70 ORG SERIES 9 - HATS. Also see HCO PL 13 May 64 INFO ABOUT YOUR POST and Org Policy Ltr 10 Jan 58 INSPECTION OF HAT FOLDERS	68	— — —
4. HCO PL 23 May 69 PUBLIC DIVISIONS PROMOTIONAL ACTIONS - cancelled.	91.	— — —
5. HCO PL 13 May 68 TELEX COMM CLARITY cancelled by BPL 8 Apr 73 HOW TO WRITE A TELEX	117	— — —
6. HCO PL 7 Feb 70 DANGER CONDITION - 2ND FORMULA cancelled and replaced by HCO PL 3 May 72 EXECUTIVES AND ETHICS	193	— — —
7. HCO PL 6 Dec 69 HOW TO CLEAR YOUR COMMUNITY ILLUSTRATIONS - cancelled	261	— — —
8. HCO PL 15 Sep 65 ONLY ACCOUNTS TALKS MONEY cancelled by HCO PL 3 Aug 70 REGISTRARS MAY NOW TALK MONEY also cancelled and replaced by BPL 1 Dec 72R X HOW A REGISTRAR TALKS FINANCE	275	— — —
9. HCO PL 13 May 69 HOW TO SUBMIT A PROPOSED POLICY LETTER cancelled and replaced by BPL 14 Jan 74R I NEW ISSUES. Also see BPL 14 Jan 74 II ESTABLISHMENT OF THE BOARD or ISSUES and HCO PL 22 Sep 75 NEW ISSUES.	364	— — —
10.		— — —
11.		— — —
12.		— — —
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B. REISSUED AS BPLS		
1. HCO PL 27 Jul 69 WHAT IS A CHECKSHEET Revised and reissued as BPL on 16 Oct 74, same title.		— — —
2. HCO PL 6 Mar 69 SCIENTOLOGY IS A RELIGION Reissued as BPL 29 Jun 75, same title.		— — —
3. HCO PL 14 Dec 69 ORG PROTECTION		

Reissued as BPL 30 Jun 75, same title. — — —

4. HCO PL 30 Sep 69 ORDERS OF THE DAY
Reissued as BPL 27 Jul 75, same title. — — —

5. HCO PL 30 Jan 69 II DEV-T SUMMARY LIST ADDITIONS
Reissued as BPL 30 Apr 75, same title. — — —

6. HCO PL 4 Nov 69 COMPLIANCE VERSUS DISCUSSION
Revised and reissued as BPL 19 Jul 75, same title. — — —

7. HCO PL 9 May 68 EXECUTIVE DIRECTIVE FROM L.
RON HUBBARD - Revised and reissued as BPL 12 Aug 75,
same title. — — —

8. HCO PL 14 Apr 69 BULLETIN AND POLICY LETTER
DISTRIBUTION - Revised and reissued as BPL 1 Jul 75,
same title. — — —

9. — — —

10. — — —

11. — — —

C. REVISIONS

1. HCO PL 16 Apr 65 HANDLING THE PUBLIC INDIVIDUAL
Revised 15 Dec 72 and reissued as HCO PL 16 Apr
65 RA ALL DIVISIONS. — — —

2. HCO PL 7 Mar 65 OFFENSES AND PENALTIES
Revised 24 Oct 75 III as HCO PL 7 Mar 65R, same title. — — —

3. — — —

4. — — —

ATTEST SECTION

I attest I have completed the above Checksheet theory and drills in sequence and know and have applied the materials on post resulting in an increased volume of my own Division's results.

Signed _____
Student

I attest the above named student has completed this course and knows and can apply the materials.

Signed _____
Supervisor

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1. The above named student has attested to (a) properly enrolled on course, (b) has signed a no-charge invoice for

2 1/2 or 5 year contracted staff or paid in full for non-contracted staff or public, (c) has studied and understands all the materials on the checksheet, (d) has done the drills called for on the checksheet, and (e) can produce the result required in materials of the course.

2. If this checksheet completes the full study and completion of all OEC Checksheets, the student has been awarded his OEC Cert prov., which will be validated as a full Certificate with a gold seal when all Internships for all OEC Checksheets have been successfully completed and attested to.

Signed _____
Certs & Awards

CONDITIONAL: If the student has not yet completed his M1 Word Clearing, an exam is fully passed in Qual on the materials of the checksheet.

Signed _____
Dir Validity

Send this checksheet to Academy Admin for filing in Student's File.

Revised by:
W/O Louise Kelly
Flag Mission 1710 I/C
for
Training & Services Bureau

Authorized by AVU
Approved by
LRH Pers Comm
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

BDCS:KU:AH:JG:LK:cd