

CHECKSHEET FOR
~The~
Organization Executive
Course

~by~
L. Ron Hubbard

FOUNDER OF DIANETICS AND SCIENTOLOGY

HCO
DIVISION
1

PUBLICATIONS DEPARTMENT
Advanced Organization * Saint Hill * Denmark

BOARD POLICY LETTER

7 NOVEMBER 1973RA-1
(ADDITION OF 28 JANUARY 1977)

Remimeo
Orgs
SHs

ADDITION TO

ORGANIZATION EXECUTIVE COURSE CHECKSHEET

VOLUME ONE

HUBBARD COMMUNICATION OFFICE DIVISION

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

KEEPING SCIENTOLOGY WORKING

*1. HCO PL 7 Feb 65 KEEPING SCIENTOLOGY WORKING — — —
*2. HCO PL 17 Jun 70 TECHNICAL DEGRADES — — —
3. — — —

Aide

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

Training & Services Bureau

Authorized by AVU

for the

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CANCELS
BPL 7 NOV 73R, SAME TITLE
AND BPL 7 Nov 73-1 "ERRATA ADDITION"

Org Exec Course Checksheet Series 2 RA

ORGANIZATION EXECUTIVE COURSE CHECKSHEET

VOLUME ONE

HUBBARD COMMUNICATIONS OFFICE DIVISION

NAME: _____ ORG: _____ DAY / FDN
DIV: _____ DEPT: _____ SECT: _____ POST: _____
DATE STARTED: _____ DATE COMPLETED: _____

THE COURSE: This checksheet covers Volume One of the Organization Executive Course, HCO Division 1. The textbook for this course is OEC Volume 1 in its entirety, which is available from all Scientology Organization bookstores, or the Scientology Publications Organization DK, Jernbanegade 6, 1608 Copenhagen V, Denmark OR Scientology Publications Organization US, 2723 West Temple Street, Los Angeles, California, 90026.

PREREQUISITES: Student Hat

PURPOSE: To fully train the student on the policy of HCO and how to produce its products.

STAFF STATUS III: HCO Staff who complete this checksheet on OEC Vol 1 along with an increased volume of production in their own Division will be awarded STAFF STATUS III, which is credited on the remaining OEC. All policy later than the OEC Volumes will appear on the Snr OEC and FEBC.

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

HOW TO STUDY THIS COURSE: 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 1 OEC.

All cancelled policy contained in OEC Volume I 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.

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WORD LISTS

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

HUBBARD COMMUNICATIONS OFFICE DIVISION I

A.

TRANSCRIPTION	EMANATION POINT	ORG RUDIMENTS	—
HCO	PROCUREMENT	RECOGNITION	—
FORM	FILING	PERCEPTION	—
ADDRESS	MIMEO	CONDITIONS	—
TRANSPORT	PATTERN	EXISTENCE	—
REPORTS	LEASES	SOURCE	—
ASSIGNMENTS	COORDINATOR	ISSUES	—
FRANKS	CHANNELED	PROMOTIONAL	—
LOGS	ATTORNEY	ATTORNEY	—
CONTROLS	ACADEMY	SHIELD	—
DISTRIBUTE	SECRETARIAL	CONGRESS	—
MEMORANDUM	PAB	DUTY	—
LIAISON	C OF S	PURVEYOR	—
MASTER	TRANSCRIPTION	ORIGIN	—
MSS	SEALS	SYMBOL	—
SCHEDULING	—	—	—

*1. HCO PL 7 Feb 70 HCO MAKES THE ORG	1	— — —
1a. CLAY: How HCO makes the org.	—	— — —
2. HCO Division 1 Org Board Outline	3	— — —
3. HCO PL 17 Jan 66 DIVISION 1 HCO DIVISION ORGANIZATION CHART (includes Additions per HCO PL 25.1.66)	4	— — —
*4. HCO PL 20 Nov 65 THE PROMOTIONAL ACTIONS OF HCO DIVISION 1	7	— — —
4a. DEMO: Each of the promotional actions.	—	— — —
5. HCO PL 4 Oct 56 THE HANDLING OF HUBBARD COMMUNICATIONS OFFICE	8	— — —
6. HCO PL 24 Jan 58 OUTLINE OF THE ACTIVITIES OF THE HCO OFFICE OF L. RON HUBBARD	12	— — —
7. HCO PL 15 Nov 58 THE SUBSTANCE AND FIRST DUTY OF HCO	13	— — —
7a. ESSAY: The Function and Duties of HCO.	—	— — —
—	—	— — —
—	—	— — —
—	—	— — —

B.

HAVINGNESS	PE FOUNDATION	COLLECTIONS
COPYRIGHT	MANAGER	STATEMENTS
TRADE MARK	COMPETENCE	BOARD OF
LEGAL	TR5N	DIRECTORS
BLANKET	SOLICITORS	PTP
ASSIGNMENT	PREROGATIVE	O/Ws
CUSTODIAN	BARRISTER	DUTIES
HPA/HCA	LAWYER	POSTULATES
CONFRONTED	INTERNAL	SECURITY
EXTERNAL	INDEX	ETHICS
CATEGORIES		

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8. HCO PL 15 Nov 58 OUTSTANDING COPYRIGHTS AND MARKS	15	—	—
9. HCO PL 20 Jan 59 WHEN IN DOUBT ABOUT COPYRIGHTING	15	—	—
10. HCO PL 15 Nov 58 LEGAL AID - HCO	16	—	—
11. HCO PL 22 Nov 58 OWNER OF MATERIALS - THE LEGAL VIEW	16	—	—
12. HCO PL 29 Nov 58 CONFIDENTIAL MEMO TO HCO SECRETARIES FUTURE PROGRAMS	17	—	—
13. HCO PL 20 Dec 58 THE HCO SECRETARY SHOULD HANDLE BAD CLINICAL RESULTS	18	—	—
14. HCO PL 2 Jan 59 HCO OFFICE DESIGNATIONS AND PERSONNEL	19	—	—
15. HCO PL 13 Jan 59 HCO AREA SECRETARY MATERIAL	21	—	—
15a. DEMO: The Hat Drill.		—	—
15b. DRILL: Do the Hat Drill on 3 staff members.		—	—
16. HCO PL 14 May 59 HUBBARD COMMUNICATIONS OFFICE	23	—	—
17. HCO PL 1 Mar 59 FORBIDDEN HCO ACTIVITIES	24	—	—
18. HCO PL 4 Jun 59 INSTRUCTIONS TO ATTORNEY OR SOLICITORS	25	—	—
18a. ESSAY: Why we use trademarks and copyrights.		—	—
19. HCO PL 10 Aug 59 DATA REQUIRED AS REPORTS FROM HCO SECS	26	—	—
20. HCO PL 20 Oct 59 HCO ORDER OF IMPORTANCE OF ACTIONS	29	—	—
21. HCO PL 19 Mar 60 ORG BOARD (Reissued as BPL)	30	—	—
22. HCO PL 7 Nov 60 HCO AREA SECRETARY HAT ADDITION	31	—	—
23. HCO PL 9 Jan 61 DUTIES OF HCO	32	—	—
23a. ESSAY: HCO and communication		—	—

C.

FALSE REPORT	PSYCHOANALYSIS	CEN-O-CON
SPHERES	INFLUENCE	CLASS
INITIATIVE	CREED	SOLIDARITY
MORALE	AWARDS	STRATA
ECONOMIC	SECURITY CHECK	ACCREDITED
PSYCHOLOGY	APPEAL	LICENCE
PSYCHIATRY	BROCHURES	FRAUDULENT
CENSOR		

24. HCO PL 31 Jan 61 SPHERES OF INFLUENCE	35	— — —
25. HCO PL 14 Feb 61 THE PATTERN OF A CENTRAL ORGANIZATION - HCO AREA OFFICE (excerpt)	37	— — —
26. HCO PL 17 Feb 61 HCO CONTINENTAL	38	— — —
27. HCO PL 17 Feb 61 STATE OF EMERGENCY	39	— — —
28. HCO PL 30 May 61 HCO TO CONFESS IN HCO	41	— — —
*29. HCO PL 18 Dec 61 HCO STANDING ORDERS (excerpt)	42	— — —
29a. CLAY: The standing orders.		— — —
*30. HCO PL 10 Jan 62 HCO STANDING ORDER NO. 5	43	— — —
30a. CLAY: HCO Standing Order No. 5		— — —
31. HCO PL 21 Nov 62 RE-ISSUE OF MATERIALS	44	— — —
32. HCO PL 31 Dec 64 USE OF DIANETICS, SCIENTOLOGY, APPLIED PHILOSOPHY	45	— — —
33. HCO PL 4 Mar 65 HCO SECRETARY WW	46	— — —

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34. HCO PL 4 Mar 65 TECHNICAL AND POLICY DISTRIBUTION	47	— — —
*35. HCO PL 2 Apr 65 URGENT URGENT URGENT FALSE REPORTS	52	— — —
35a. ESSAY: Why HCO is interested in false and no reports.		— — —
36. HCO PL 22 Jul 65 HOME ADDRESS	54	— — —
37. HCO PL 15 Dec 65 GIFTS	54	— — —
38. TAPE: 5812C29 LECT HCO AREA SEC HAT		— — —
39.		— — —
40.		— — —
41.		— — —
42.		— — —

DEPARTMENT ONE
DEPARTMENT OF ROUTING AND PERSONNEL

Define each word in the following groups of words before
studying the theory sections following, using a dictionary when
a word cannot be easily defined and putting each word in sentences
until the concept is duplicated.

MUSICAL CHAIRS — MAINTENANCE — PER CAPITA —
ROUTING — PERSONNEL — RECRUIT —
APPEARANCES — UNIT — COURIER —
SECTION —

1. HCO PL 19 Sep 67 HCO DIVISION, DEPARTMENT OF (Reissued as BPL) ROUTING, APPEARANCES AND PERSONNEL	55	— — —
*2. HCO PL 12 Nov 68 THE MAIN WEAKNESS	57	— — —
*3. HCO PL 17 Apr 70 VITAL DEPARTMENT ONE	58	— — —
3a. CLAY: Why Dept 1 is the single most important Dept in the org.		— — —

ROUTING - RECEPTION

(NOTE: Reception has since been transferred to Dept 2, Div 1)

RECEPTION — TRUNK CALL — SPIRITUAL —
SIGNATORY — MANDATORY — ANATOMY —
REDIFORM — QUINTUPLE — HUMAN MIND —
INCOMING —

1. HCO PL 17 Mar 58 BODY ROUTING IN CENTRAL ORGANIZATION	61	—	—	—
2. HCO PL 22 Sep 67 ROUTING FORM ATTESTATIONS (Reissued as BPL)	62	—	—	—
3. HCO PL 10 Aug 59 RECEPTION	63	—	—	—
4. HCO PL 31 Oct 63 RECEPTION HAT (Rev & Reiss as BPL)	64	—	—	—
4a. DRILL: Dummy drill all routing steps.		—	—	—
*5. HCO PL 7 Nov 65 RECEPTION LOG IN-THE-ORG LIST	73	—	—	—
5a. DRILL: Draw up a dummy Reception log.		—	—	—
6. HCO PL 25 Jul 66 ALLOCATION OF QUARTERS - ARRANGEMENT OF DESKS AND EQUIPMENT	75	—	—	—

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7. CLAY: The lines and functions of the Receptionist.

ORG BOARD

ASSOCIATES RECOGNITION ACCOUNTING
REGISTRY SPACE

1. HCO PL 19 Nov 58 ORGANIZATION	76	— — —
1a. CLAY: Organization per the PL.		— — —
2. DRILL: Make a copy of the current org board.		— — —
*3. HCO PL 1 May 65 ORGANIZATION - THE DESIGN OF THE ORGANIZATION	78	— — —
3a. DRILL: Take any activity and look at the Department names on the Org Board drawn in No. 2. above. See what is missing. Write up how you will get the missing Departments functioning in your selected activity.		— — —
4. HCO PL 7 Jun 65 NEW ORG BOARD DESIGN	80	— — —
5. HCO PL 12 Dec 66 NEW ORG BOARD DESIGN (2) (Reissued as BPL)		— — —
*6. HCO PL 10 Jul 65 LINES AND TERMINALS - ROUTING	81	— — —
7. HCO PL 5 Feb 69 DOUBLE HATS	82	— — —
8. TAPE: 9 Mar 65 NEW ORG STRUCTURE	83	— — —
9. TAPE: 6 Apr 65 ORG BOARD AND LIVINGNESS		— — —
10. ESSAY: Why we have an Org Board and why we must keep it updated.		— — —

PERSONNEL PROCUREMENT

NO CHARGE INVOICE	—	ALLOCATION	—	RAP	—	
ADVANCED ORG (AO)	—	VAL DOCS	—	SEA	ORG	—
SAINT HILL ORG (SH)	—	HIRING	—	PRO	—	

HGC

*1. HCO PL 14 Feb 61 PERSONNEL PROCUREMENT	84	—	—	—
*2. HCO PL 22 May 68 HIRING PERSONNEL LINE FOR	85	—	—	—
2a. DRILL: Go to HCO Dept I and check if there is an Allocation Board. See if it is per above policy. Write up what found and give it to your supervisor.				
3. HCO PL 10 Jul 69 ORG PERSONNEL RECRUITMENT	88	—	—	—
4. HCO PL 2 Sep 69 ORG PERSONNEL RECRUITMENT - SEA ORG CO-OPERATION	91	—	—	—
5. HCO PL 14 Dec 69 ORG PROTECTION (Reissued as BPL)	92	—	—	—
5a. DEMO: The reason Org Protection PL is used.				
6. HCO PL 13 Jan 70 ORG PERSONNEL RECRUITMENT (Revised)	93	—	—	—
7. DRILL: Draw up a chart of the full staff hiring line.				

PERSONNEL PLACEMENT AND CONTROL

LEADERSHIP POSTING ____ DEGRADED
SURVEY ____ DISENTUBULATE ____ INDOCTRINATION
CASE GRAPH BEING ____ FACILITY

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UPPER INDOC	QUALIFICATIONS	SUPERVISOR	
TRANSFER	DEMOTION	KNOWINGNESS	
PROMOTION	DIFFERENTIAL	E-METER	
APTITUDE	CONSULTANT	SHSBC	
CONTROL	CLEAR	EXPEDITORS	
TECHNICAL	TECHNICAL	INTERNE	
INTENTION			

*1. HCO PL 13 Feb 66 PERSONAL CONTROL OFFICER	96	—	—
2. HCO PL 27 Jan 58 DUTIES OF PERSONNEL POST	98	—	—
2a. DEMO: Duties of personnel post.		—	—
3. HCO PL 18 Oct 59 PUTTING NEW PERSONNEL ON THE JOB	99	—	—
3a. DRILL: Do the actions per the PL as a dummy drill.		—	—
4. HCO PL 18 Nov 65 APPOINTMENT OF PERSONNEL	100	—	—
5. HCO PL 23 Feb 66 APPOINTMENTS AND PROMOTIONS	101	—	—
*6. HCO PL 22 Mar 67 PERSONNEL REQUIREMENT	102	—	—
7. HCO PL 22 Mar 67 ADMIN KNOW-HOW ALTER-IS AND DEGRADED BEINGS	104	—	—
7a. DEMO: How one spots degraded beings.		—	—
8. HCO PL 24 Jan 70 TECH ADMIN RATIO	107	—	—
*9. HCO PL 27 Jan 70 TECH ADMIN RATIO AND LRH (Reissued as BPL) COMM ASSIGNMENT - CENTRAL AND AREA ORGS (includes HCO PL 29 Jan 70 "Existing Full Time LRH Comm Assignments)	108	—	—
9a. DRILL: Go over the org's staff list and work out the Tech/Admin Ratio. Write up how the T/A Ratio can be gotten in per policy in your org.		—	—

*10. HCO PL 21 Feb 61 CHOOSING PE AND REGISTRATION PERSONNEL 110 ____

10a. CLAY: Control = Income. 110 ____

11. HCO PL 30 Apr 59 ADDITIONAL STAFF AUDITORS 113 ____

12. HCO PL 13 Mar 61 STAFF AUDITOR TRAINING 114 ____

*13. HCO PL 21 Aug 64 STAFF AUDITORS 115 ____
(Reiss 7.6.67)

13a. DEMO: The 3 great evils resulting from auditors being "on call" or "part time" in a Central Office or City Office HGC. 116 ____

14. HCO PL 11 Jul 65 ASSIGNMENT OF TECH PERSONNEL 116 ____

15. HCO PL 9 May 66 REQUIREMENTS FOR AN SHSBC SUPERVISOR 117 ____

16. HCO PL 21 Jun 66 APPOINTMENTS - LRH COMM AND EXECUTIVE SECRETARY AND ASST GURADIAN AND OTHERS 118 ____

17. HCO PL 31 Mar 69 PUBLIC DIVISIONS STAFFING (Reissued as BPL) QUALIFICATIONS 120 ____

17a. DRILL: Make up dummy sets of qualifications for 6 personnel. Post them per these qualifications. 120 ____

STAFF STATUS

SUBVERSIVE	—	SCIENTOLOGIST	—	SECURITY RISK	—
APA	—	CODE	—	PROVISIONAL	—
OCA	—	HELP	—	PERMANENT	—
IQ	—	PROFILE	—	INVERSION	—
TEMPORARY	—	CCHs			

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1. HCO PL 1 May 58 EMPLOYMENT QUALIFICATIONS	121	—	—	—
2. HCO PL 23 Nov 59 EMPLOYMENT OF CRIMINALS FORBIDDEN	121	—	—	—
3. HCO PL 10 Mar 59 PERMANENT STAFF MEMBERS	122	—	—	—
4. HCO PL 18 Jan 60 QUALIFICATIONS OF PERMANENT STAFF MEMBERS	123	—	—	—
5. HCO PL 2 Jun 60 REQUIREMENTS FOR STAFF POSTS	123	—	—	—
6. HCO PL 26 Nov 60 PERMANENT STAFF MEMBER REQUIREMENTS	124	—	—	—
7. HCO PL 13 Feb 61 PERMANENT STAFF REQUIREMENTS CHANGES	125	—	—	—
8. HCO PL 26 Feb 61 QUALIFICATION OF EXECUTIVES	126	—	—	—
9. HCO PL 28 Mar 61 STAFF POST QUALIFICATIONS - PERMANENT EXECUTIVES TO BE APPROVED	127	—	—	—
9a. DEMO: Requirements for posting an Executive.	127	—	—	—
10. HCO PL 23 Jan 62 PERMANENT EXECUTIVES	130	—	—	—
11. HCO PL 5 Jun 62 PERMANENT STAFF PRIVILEGE	130	—	—	—
12. HCO PL 4 Jan 66 PERSONNEL - STAFF STATUS	131	—	—	—
13. DEMO: Temporary, provisional and permanent staff member.		—	—	—
*14. HCO PL 20 Jul 66 STAFF STATUS (Amended 19.3.68)		—	—	—
15. HCO PL 22 Aug 66 ADDENDUM TO HCO PL OF	134	—	—	—

20 Jul 66 "STAFF STATUS"	135	— — —
16. HCO PL 5 Jan 69 STAFF STATUS TWO (Reissued as BPL)	136	— — —
17. HCO PL 1 May 67 VOLUNTARY STAFF (Reissued as BPL)	137	— — —
18. ESSAY: How one goes from newly hired to Staff Status II and the privileges incurred (as well as responsibilities).		— — —

TRANSFERS AND DISMISSALS

SUPPRESSION	—	DISMISSALS	—	INSUBORDINATION	—
TRANSFER	—	INELIGIBLE	—	FC	—
TRAIN	—	NOTICE	—	ORIENT	—
FREELOADER	—	CONVENE	—	STHIL	—
CLEARANCE	—	COMPANIES	—		

1. HCO PL 2 Jul 68 ETHICS - ORG SUPPRESSION OF	138	— — —
2. HCO PL 9 Apr 57 DISMISSALS AND POST CHANGES	139	— — —
3. HCO PL 9 May 57 EMPLOYING & DISCHARGING OF PERSONNEL	139	— — —
4. HCO PL 26 Sep 57 FILLING POSTS	139	— — —
5. HCO PL 19 Jun 58 FREELOADERS	140	— — —
*6. HCO PL 27 Apr 60 SECURITY OF EMPLOYMENT	141	— — —
6a. DEMO: "On post" "of post".		— — —
7. HCO PL 16 Nov 60 STAFF TRANSFERS OR DISMISSALS	143	— — —
*8. HCO PL 10 Apr 65 DISMISSALS, TRANSFERS AND DEMOTIONS	144	— — —
8a. DEMO: How should a person handle a wrong dismissal, demotion or transfer.		— — —
9. HCO PL 26 Oct 65 LOW STATISTICS	145	— — —
10. HCO PL 14 Jul 66 DISMISSAL OF STAFF	145	— — —
11. HCO PL 16 Mar 68 POST CHANGES	146	— — —
12. HCO PL 20 Jun 68 PERSONNEL	147	— — —

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13. DRILL: Draw up on a chart the entire line for a transfer or a dismissal.		— — —
---	--	-------

SERVICE RECORD AND FILES

PHOTOCOPY	—	INSTITUTIONAL	—	HVA	—
SERVICE	—	ANTI-SOCIAL	—	HSS VI	—
RECORD	—	HRS	—	HGA VII	—
PT	—	HTS	—	HCS	—
INSPECTION	—				

1. HCO PL 4 Sep 65 INSPECTION OFFICER - THE ORG PERSONNEL FILES	148	— — —
*2. HCO PL 8 Dec 68 DEPARTMENT ONE ADMIN (Reissued as BPL) SERVICE RECORDS	150	— — —
3. ESSAY: Why one keeps updated service records.		— — —

HATS

(Note: Hatting has since been transferred to Dept 14, Qual. See HCO PL 22 May 76 "Staff Section Officer" and HCO PL 4 Nov 76 "Statistic Change, GDS HCOs & QUALs".)

FOUNDING EFFICIENCY CHINESE SCHOOL
DUTIES SEQUENCE CHECKOUT

1. HCO PL 24 Jun 57 NEW POST HAT MATERIAL	153	— — —
2. HCO PL 23 Sep 59 CARRYING OUT INSTRUCTIONS	154	— — —
3. HCO PL 9 Jun 61 TECHNICAL HAT CHECKING - VITAL POLICY FOR HCO AREA SEC.	156	— — —
4. HCO PL 2 Jan 68 HCO HAT SECTION (Reissued as BPL) ORDERS TO STAFF	158	— — —
*5. HCO PL 14 May 70 HAT CHECKOUT SEQUENCE	159	— — —
5a. CLAY: HCO Duties as regards hats.		— — —

SEA ORG

BAR SEAMANSHIP MISSIONAIRE
ETHICS DRAFT DISQUALIFICATION
CLEARANCE CRIMINAL

1. HCO PL 28 May 68 VOLUNTFERS AND NON- CONTRACTED STAFF	160	— — —
2. HCO PL 13 Aug 68 QUALIFICATIONS OF THE SO	161	— — —
3. HCO PL 18 Aug 68 ETHICS CLEARANCE - (Reissued as BPL) AN OPEN LETTER TO ALL SEA ORG APPLICANTS	162	— — —

DEPARTMENT TWO
DEPARTMENT OF COMMUNICATIONS

Define each word using a dictionary when a word cannot be easily defined, and put each word in sentences until the concept is grasped.

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COMMUNICATIONS EMBOSSED ENTHETA
INTERCOMM INSURANCE MONOPOLY
RECEIPT ESTABLISHMENT VELOCITY
CUSTOMS ELECTRONIC COMMUNICATOR
CLEARANCE TABLING INTER-OFFICE
INTERCOMM

1. HCO PL 2 Nov 67 HCO DIVISION, DEPARTMENT (Reissued as BPL) OF COMMUNICATIONS	164	— — —
2. HCO PL 6 Jul 59 OUTFLOW	166	— — —
*3. HCO PL 24 Feb 66 MAIL STATISTIC - DIR COMM'S FUNCTIONS	167	— — —
3a. CLAY: Why mail out and mail in are vital to an org.		— — —
*4. HCO PL 25 Feb 66 COMMUNICATIONS FUNCTIONS	169	— — —
4a. CLAY: Steps 1-5 and the purpose of the		— — —

Dir Comm.

MAIL AND TELEPHONE

MAIL ____ FRANKED ____ COMPILATIONS ____
PROSPECTS ____ SWITCHBOARD ____ INVOICES ____
ACCOUNTANT ____ ADDRESSEE ____ SECOND CLASS ____
AIR MAIL ____

1. HCO PL 3 Aug 56 MAIL LINE (Reissued and Revised 7 Oct 70)	171	— — —
2. HCO PL 9 May 57 MAIL	171	— — —
3. HCO PL 19 Dec 57 PHONE BILL	172	— — —
4. HCO PL 3 Sep 57 METHOD OF OPENING AID INVOICING MAIL	173	— — —
4a. DEMO: Opening and invoicing mail.	—	— — —
5. HCO PL 8 Jul 62 TELEPHONE ANSWERING	176	— — —
6. HCO PL 26 May 65 COMMUNICATIONS - REGISTERED MAIL - PHONE CALLS	177	— — —
7. HCO PL 11 Jun 65 CORRECTION TO HCO PL 26 MAY 65	177	— — —
8. HCO PL 5 Aug 66 REGISTERED MAIL	178	— — —
9. HCO PL 18 Jan 70 REGISTERED MAIL (Reissued as BPL)	178	— — —
10. HCO PL 31 Aug 65 MAIL OPENING	179	— — —
10a. DRILL: Dummy drill opening mail.	—	— — —
11. HCO PL 7 Dec 70 GUARDIANS OFFICE MAIL	179	— — —
12. HCO PL 3 Feb 66 LEGAL, TAX, ACCOUNTANT * & SOLICITOR, MAIL & LEGAL OFFICER	180	— — —
13. HCO PL 11 Oct 66 LEGAL, TAX, ACCOUNTANT & SOLICITOR MAIL INCOMING, & OUTGOING	181	— — —
14. HCO PL 17 Aug 65 RETURN ADDRESS	182	— — —
15. HCO PL 12 Oct 66 MAILING OF LETTERS	183	— — —
16. HCO PL 11 Nov 66 POSTAL ECONOMY (Reiss. as BPL)	184	— — —
17. DRILL: Draw up a chart showing all the steps necessary to get out a mailing.	—	— — —

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COMMUNICATION SYSTEM

SYSTEM ____ TONE 40 ____ INDECIPHERABLE ____
SUPPLEMENTS ____ 8C ____ LINES ____
INTERCEPT ____ TRUG BASKET ____ COMMUNICATION ____
BOARDS ____ ECHELON ____ UTILIZATION ____
RECIPIENT ____ MARTINET ____ LT ____
INFORMATION ____

*1. HCO PL 2 Mar 59 HCO THEORY OF COMMUNICATION (Reiss 23 Jun 64)	186	— — —
1a. CLAY: The stable datum	—	— — —
1b. DRILL: Write up 2 examples of each system error, line jam and terminal difficulty.	—	— — —
*2. HCO PL 9 Apr 57 COMMUNICATION CENTRE	188	— — —
3. HCO PL 21 Apr 57 INFORMATION BOARDS	189	— — —

3a. DRILL: Do up dummies of the different kinds of notice boards.	
4. HCO PL 9 Apr 57 BULLETIN BOARD	190 ____
5. HCO PL 1 May 57 COMM CENTER, ARRANGEMENT OF	191 ____
*6. HCO PL 20 Dec 58 HCO COMMUNICATOR BASIC HAT & COMM SYSTEM HCO OFFICES	192 ____
6a. CLAY: Purpose of HCO Comm System	____
7. HCO PL 6 Jan 59 HCO PERSONNEL TRAINING	194 ____
8. HCO PL 29 Jan 59 HCO COMMUNICATOR HAT	194 ____
*9. HCO PL 24 Aug 59 TIPS TO HCO COMMUNICATORS	195 ____
9a. DEMO: The tips to HCO Communicators.	____
*10. HCO PL 14 Oct 59 COMM SPEED	197 ____
11. HCO PL 9 Jun 60 HCO WW INTERNAL COMM SCHEDULE	198 ____
12. HCO PL 31 Jan 61 MESSAGE PLACEMENT	200 ____
13. HCO PL 30 May 61 CURRENT OFFICE WORK	201 ____
14. HCO PL 21 Sep 61 DESPATCH LINES	202 ____
15. HCO PL 9 Feb 64 COMM BASKETS	203 ____
16. HCO PL 13 Mar 65 THE COMM MEMBER SYSTEM	204 ____
17. HCO PL 13 Mar 65 THE COMM MEMBER SYSTEM (Issue II)	206 ____
17a. DRILL: Draw up a chart of how the comm member system works.	____
17b. DRILL: Demo each point on the PL.	____
*18. HCO PL 4 Jan 66 SCIENTOLOGY ORGANIZATIONS COMM SYSTEM: DESPATCHES (includes Pub Div Flash Colours per HCO PL 23 May 1969)	214 ____
19. DRILL: Write up step by step how you would set up a fully functioning comm system.	____

COMMUNICATION INSPECTION
SUPERVISION OF COMMUNICATION

ANSWERED ____ ARCHIVES ____ QUERIES ____
MISROUTED ____ NEGLIGENCE ____ INFO ____
SECURITY ____ INSPECTOR ____ EN ROUTE ____
STALEDATE ____ RANDOM ____ TELETYPE ____

*1. HCO PL 25 Jan 66 COMMUNICATION INSPECTOR HAT	217 ____
1a. CLAY: The purpose of the Comm Inspector.	____
*2. HCO PL 17 Jul 66 DESPATCHES, SPEED-UP	218 ____

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3. HCO PL 17 Oct 66 STALEDATE REPORTS	219 ____
4. HCO PL 9 Sep 66 SECURITY	219 ____
5. DEMO: Handling and preventing stale dates.	____
6. DRILL: Go into an area of the org and do a comm inspection. Write up what found and give it to your supervisor.	____

TELEXES
INTER ORG COMMUNICATION

TRANS-ATLANTIC ____ FUSE BOX ____ HOOK-UP
TRANSFORMER ____ ANSWER BACK ____ KEYBOARD ____

COILS	— JUICE	— TRANSMISSION —
LOGISTICS	— MAINS	— SLATE —
COLLATIONS	— TELEX	—

1. HCO PL 15 Jan 58 FIELD OFFICE COMMUNICATION	220	— — —
2. HCO PL 12 Aug 59 CABLE, DON'T PHONE	221	— — —
3. HCO PL 21 Aug 59 HANDLING OF TELEX MACHINES	222	— — —
4. HCO PL 21 Oct 59 ADDITIONAL MESSAGE (Reissued as BPL) DESIGNATION	223	— — —
5. HCO PL 7 Oct 61 FRIDAY CABLES	223	— — —
6. HCO PL 4 Jan 66 HCO CABLE DESIGNATION SYSTEM	224	— — —
7. HCO PL 22 Jul 66 OIC CABLE ARRIVAL TIME, CHANGE OF	227	— — —
8. HCO PL 9 Aug 66 USE OF TELEX MACHINE	228	— — —
9. HCO PL 15 Apr 68 TO ENSURE SPEED AND ACCURACY OF RELAY TELEX TRAFFIC . . .	230	— — —
*10. HCO PL 11 Feb 69 TELEX LINES AND LOGISTICS (Reissued as BPL)	231	— — —
11. DRILL: Get instant hatted on the org telex machine (if one exists). Type a "local" message.		— — —
12. DRILL: Write up 3 off-policy telexes as a sequence. Then correct each so as to be on policy.		— — —

POLICY LETTERS, HCOBS AND EDs

SEC'L	— ALPHABETIZING	— ELITE
STENCIL	— SILK SCREEN	— TYPEWRITER —
RESEARCH	— PUBLIC	— MEMBRANE —
DATAL	— RELATIONS	— BANDA —
INKED	— RONEOING	— ROLLER —
MIMEO	— BACKING SHEET	—

1. HCO PL 17 Dec 58 DUTIES OF SEC'L ED	232	— — —
2. HCO PL 24 Feb 59 LETTER DESIGNATIONS ON HCO BULLETINS	234	— — —
3. HCO PL 25 Feb 59 HCO MASTER FILE	234	— — —
4. HCO PL 23 Apr 59 HCO FILING SYSTEM	235	— — —
5. HCO PL 22 May 59 POLICY LETTER AND BULLETIN DISTRIBUTION CODE	236	— — —
6. HCO PL 21 Jun 59 SIGNATURES ON BULLETINS, POLICY LETTERS AND SEC EDs	238	— — —
7. HCO PL 1 Jul 59 RESPONSIBILITY FOR HCO FILES	238	— — —

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8. DRILL: Go to mimeo and take a look at your org's mimeo machine. Name all the parts for Mimeo I/C.		— — —
8a. DRILL: Run off a page of an issue.		— — —
9. HCO PL 4 Jan 61 URGENT MIMEO CHANGE	243	— — —
10. HCO PL 4 Feb 61 TYPES OF LETTERS ESTABLISHED	244	— — —
10a. DEMO: The types of HCO Issues.		— — —
11. HCO PL 23 Feb 61 DIRECTIVES FROM A		— — —

BOARD MEMBER	247	— — —
*12. HCO PL 20 Mar 61 MIMEO AND FILE PROCEDURE	248	— — —
12a. DEMO: Mimeo and file procedure.		— — —
13. HCO PL 23 Mar 61 DISTRIBUTION OF BULLETIN CHANGE	249	— — —
14. HCO PL 20 Mar 63 HCO WW ELECTRIC STENCIL CUTTING MACHINE	250	— — —
15. HCO PL 1 Apr 64 NEW MIMEO LINE - HCO EXECUTIVE LETTER	250	— — —
16. HCO PL 7 May 65 CANCELLATION - MIMEO DISTRIBUTION CHANGES	251	— — —
*17. HCO PL 8 May 65 FLASH COLOURS AND DESIGNATIONS	252	— — —
17a. DRILL: Write up an Ethics Order and an Interrogatory.		— — —
18. HCO PL 2 Nov 65 FOR FAST LINE SEC EDS AND ADMIN ORDERS	255	— — —
19. HCO PL 3 Feb 66 SEC ED CHANGE IN ISSUE AND USE	256	— — —
20. HCO PL 3 Feb 66 SEC EDS - DEFINITION AND PURPOSE - CROSS DIVISIONAL ORDERS	257	— — —
21. HCO PL 10 Aug 66 SEC EDS, EXECUTIVE DIRECTOR & GUARDIAN	259	— — —
22. HCO PL 14 Apr 69 BULLETIN AND POLICY (Reissued as BPL) LETTER DISTRIBUTION	260	— — —
22a. DEMO: Bulletin and Policy Letter Distribution.		— — —
23. HCO PL 20 Aug 65 APPOINTMENT OF XEROX OFFICER	265	— — —
24. DRILL: Draw up a chart of all issue types, their priorities, color flashes, distribution etc.		— — —

ADDRESO

(Note: Addreso has since been transferred to Div 2, Dept 5)

REPOSITORY	—	METAL PLATE	—	LIAISON	—
STICKERS	—	INDEX CARD	—	FOUNDING	—
FRANKING	—	CARD FILES	—	ROLL	—
MACHINE	—	AUTOMATIC FEED	—	GUILLOTINE	—
RECOMPILED	—	PROOF	—	GROSS INCOME	—
INACTIVE	—	CENTRAL FILES	—	EXPIRY	—
TABBING	—				

1. HCO PL 26 Jan 59 SCIENTOLOGY MAGAZINES	266	— — —
2. HCO PL 22 Jun 59 MAILING LISTS	266	— — —
3. HCO PL 14 Feb 61 ADDRESS UNIT (excerpt from Pattern of a Central Org)	267	— — —
3a. DRILL: With the Addreso I/C drill naming all the parts of the Addreso machine.		— — —

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4. HCO PL 9 Aug 62 NAMES AND ADDRESSES OF ACADEMY ENROLLEES	267	— — —
5. HCO PL 16 Apr 62 COMMENTS ON LETTER REGISTRAR DEPARTMENT	268	— — —

6. HCO PL 18 Nov 62 ADDRESS MACHINES	269	— — —
6a. DEMO: Addresso as a "People File".		— — —
7. HCO PL 11 Apr 63 IMPORTANT - EMERGENCY LIBRARY	270	— — —
8. HCO PL 24 Sep 64 CHANGES OF ADDRESS TO HCO WW - FOUNDING SCIENTOLOGISTS	271	— — —
9. HCO PL 20 Oct 64 STICKERS FOR PABs WANTED	272	— — —
10. HCO PL 30 Oct 64 MAILING LISTS FOR FRANCHISE HOLDERS	273	— — —
11. HCO PL 8 Apr 65 CANCELLATION OF MAIL LISTS TO FIELD AUDITORS	277	— — —
12. HCO PL 31 Oct 64 ADDRESSOGRAPH EQUIPMENT WARNING	278	— — —
13. HCO PL 21 Jan 65 ADDRESSOGRAPH EQUIPMENT	280	— — —
14. HCO PL 21 Dec 64 ADDRESS LISTS TO CITY OFFICES	281	— — —
15. HCO PL 27 Sep 65 CHANGES OF ADDRESS FOR WW	281	— — —
16. HCO PL 2 Nov 65 FOUNDATION CENTRAL FILES OFFICER AND ADDRESS-IN- CHARGE	282	— — —
16a. DEMO: How Fdn Addresso is handled.		— — —
17. HCO PL 9 Jan 66 INTERNATIONAL CHANGES OR AREA CHANGES OF ADDRESS	282	— — —
18. HCO PL 30 Jul 68 GROSS INCOME SENIOR DATUM	283	— — —
19. HCO PL 16 Sep 68 ADDRESS LISTS -	283	— — —
20. HCO PL 8 May 69 ADDRESS LISTS - (Reissued as BPL) ADDRESSO AND CENTRAL FILES	287	— — —
21. HCO PL 17 May 69 MAILING LISTS - CENTRAL FILES - (Reissued as BPL) ADDRESSO BASIC DEFINITIONS AND POLICY	288	— — —
21a. DEMO: The basic definitions and policy of mailing lists, Addresso and Central Files per above PL.		— — —
22. HCO PL 20 Mar 70 RE: PERSONS WHO ASK OFF MAILING LIST	291	— — —

TRANSPORT

VEHICLES FENDERS CAR PLATE
TRANSPORT HUB CAPS ABRASIVE
NOZZLE SPRAY RESIDUE

1. HCO PL 19 Feb 60 VEHICLES	292	—	—	—
2. HCO PL 15 Nov 64 TRANSPORT ARRANGEMENTS	293	—	—	—
2a. DEMO: How to get org transport in case of emergency.				
3. HCO PL 6 Oct 62 CAR WASHING	295	—	—	—

DEPARTMENT THREE
DEPARTMENT OF INSPECTIONS AND REPORTS

INSPECTION	SECURITY	RUDIMENTS
REPORTS	OIC	VAL DOCS
VERIFICATION	INVESTIGATOR	

1. HCO PL 2 Nov 67 HCO DIVISION, DEPARTMENT OF
(Reissued as BPL) INSPECTION AND REPORTS

297 — — —

INSPECTIONS

STATUS — "ORDER BOARD" — NATTER —
EFFECTIVE — POLICY —

1. HCO PL 4 Sep 65 INSPECTION OFFICER	299	— — —
1a. DRILL: 5 examples of what to inspect and to whom it is reported		— — —
2. HCO PL 22 Feb 65 INSPECTIONS	300	— — —
*3. HCO PL 1 May 65 ORDER BOARD AND TIME MACHINE	301	— — —
3a. DRILL: Build a time machine and 3 dummy orders to run through it.		— — —
4. HCO PL 15 Aug 65 THINGS THAT SHOULDN'T BE	303	— — —
5. HCO PL 27 Aug 65 HOUSING - STAFF, STUDENTS, PRECLEARALS	303	— — —
6. HCO PL 21 Sep 65 CLEANLINESS AND TIDINESS OF PREMISES	304	— — —
7. HCO PL 6 Nov 66 STATISTIC INTERPRETATION - ESTATE STATISTIC	305	— — —
8. ESSAY: On the importance of cleanliness and tidiness of org premises.		— — —

ORGANIZATION RUDIMENTS

DUTIES — RUNDOWNS — AD COUNCIL —
ASSN SEC — PE DIR. — REGISTERED —
ADMINISTRATION — CONGRESSES — TECHNICAL —

*1. HCO PL 11 Dec 61 ORGANIZATION RUDIMENTS	306	— — —
2. HCO PL 15 Dec 61 RUDIMENT CHECKSHEET FOR ORGS	310	— — —
3. HCO PL 17 Jan 62 ORG RUDIMENTS REPORTS TO ME	314	— — —
4. HCO PL 20 Nov 65 ORG RUDIMENTS SECTION	315	— — —
5. ESSAY: Why we have org rudiments.		— — —
6. DRILL: Demo how to get each rud done.		— — —

ORGANIZATION INFORMATION CENTRE - O.I.C.

CAPLE — HORIZONTAL — QUARTER —
P R R — MATERIAL — GROSS —
SYSTEM — AC 1 — MANDATORY —
MANAGEMENT — FSM — GUARDIAN —
OVERDRAFTS — STABILIZER — PHOTOGRAPHIC —
MISDECLARE — REASONABLENESS — BOND HYPO —
SHARE — IRRESPECTIVE — BOND —
ILFORD — DUOSTAT — AUTHORIZED —
POST GRADUATE — PHOTOSTAT — COMMISSIONS —
SIGNATORY —

*1. HCO PL 11 Aug 60 ORGANIZATION INFORMATION CENTRE	317	— — —
1a. ESSAY: Purpose and function of OIC.		— — —

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2. HCO PL 23 Nov 60 REPORTS TO OIC	320	— — —
3. HCO PL 22 Dec 60 IMPORTANT CHANGE IN REPORTS	321	— — —
4. HCO PL 8 Apr 61 OIC BOARD	322	— — —
5. HCO PL 11 Dec 62 OIC REPORTS TO HCO WW	323	— — —
6. HCO PL 11 Dec 62 CHANGE IN REPORT LINE	325	— — —
*7. HCO PL 29 Mar 65 THE FAST FLOW SYSTEM	326	— — —
7a. CLAY: The Fast Flow System of Management.		— — —
8. HCO PL 6 Feb 68 ORGANIZATION - THE FLAW	327	— — —
*9. HCO PL 30 Sep 65 STATISTICS FOR DIVISIONS	328	— — —
10. HCO PL 11 Oct 65 OIC CABLE CHANGE	330	— — —
11. HCO PL 16 Dec 65 STATISTICS OF THE INTERNATIONAL EXECUTIVE DIVISION	331	— — —
12. HCO PL 1 Mar 66 EXECUTIVE DIVISION (Excerpt) ORGANIZATION STATISTIC	333	— — —
13. HCO PL 1 Mar 66 THE GUARDIAN STATISTIC (Excerpt)	334	— — —
14. HCO PL 9 Jan 66 OIC SECTION SH	335	— — —
15. HCO PL 3 Mar 66 OIC REPORT FORM	336	— — —
16. HCO PL 4 Apr 66 ADDITION TO HCO PL 3 Mar 66 - OIC REPORT FORM	337	— — —
*17. HCO PL 6 Mar 66 STATISTIC GRAPHS - HOW TO FIGURE THE SCALE	338	— — —
17a. DRILL: Scale a graph from the org OIC.		— — —
18. HCO PL 1 May 66 STATISTICS OF OFFICE OF LRH	339	— — —
19. HCO PL 7 Jun 66 OIC PUBLICATION AND DISTRIBUTION	341	— — —
20. HCO PL 2 Aug 66 GRAPH CHANGE - AD COUNCIL STATISTIC	342	— — —
21. HCO PL 27 Sep 66 OIC REPORT FORM	343	— — —
22. HCO PL 12 Oct 66 OIC GRAPHS	344	— — —
23. HCO PL 27 Apr 67 TECH DIVISION STATISTIC	345	— — —
24. HCO PL 8 Sep 67 STATISTICS AND ORG BD COPIES	347	— — —
25. HCO PL 10 Sep 67 STATISTIC - GDS DIV SIX	348	— — —
26. HCO PL 4 Oct 67 AUDITOR AND ORG INDIVIDUAL STATS	348	— — —
27. HCO PL 19 Feb 68 STATS DISSEM	349	— — —
28. HCO PL 25 May 68 GDS DISSEM DIVISION	349	— — —
29. HCO PL 5 Jun 68 STATS DISSEM	350	— — —
30. HCO PL 10 May 70 SO ED 43 INT DISSEMINATION DIVISION GDS	350	— — —
31. HCO PL 29 Oct 68 CLASS VIII C/S QUAL STAT	352	— — —
32. HCO PL 8 Apr 69 CANCELLATION OF HCO PL 31 Mar 69	356	— — —
*33. HCO PL 5 Feb 70 STATISTICS, MANAGEMENT BY	358	— — —
33a. CLAY: Gross Divisional Statistic		— — —
33b. DRILL: Go to the Org's OIC and check if graphs are posted where staff can see them. Write up what found and give to your supervisor.		— — —
34. HCO PL 17 Jun 70 OIC CHANGE - CABLE CHANGE	359	— — —
35. ESSAY: Why we have stats, and how they are reported and recorded.		— — —

ETHICS

A.

ETHICS	REHABILITATE	FRANCHISES	—
DYNAMIC	RAMPARTS	BLOW-OFF	—
FASCISTS	UNETHICAL	HASI	—
RIGHTS	RIGHTS	MISDEMEANOR	—
SNAPPING			
TERMINAL			

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(Note: A study of this Section should include CONDITIONS -
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1. HCO PL 23 Jan 59 ETHICS	361	—	—	—
1a. CLAY: The 3 situations which alert HCO.		—	—	—
2. HCO PL 20 Nov 59 VALIDATION OF FRANCHISES (Reissued as BPL)	362	—	—	—
3. TAPE: 25 Nov 59 INDIVIDUATION		—	—	—
4. HCO PL 7 Dec 59 SCIENTOLOGY CLEANUP	363	—	—	—
*5. HCO PL 31 Dec 59 BLOW OFFS	364	—	—	—
5a. CLAY: The cause of blows.		—	—	—
6. HCO PL 23 May 60 CANCELLATION OF CERTIFICATES	366	—	—	—
7. HCO PL 27 May 60 DEAR SCIENTOLOGIST . . .	367	—	—	—
8. HCO PL 26 Mar 62 STAFF REGULATION RELATIONS WITH PCS AND STUDENTS	368	—	—	—
9. HCO PL 6 Mar 65 AMNESTY POLICY	369	—	—	—
*10. HCO PL 17 Mar 65 RIGHTS OF A STAFF MEMBER STUDENTS AND PC TO JUSTICE	370	—	—	—
11. HCO PL 2 Apr 65 ADMINISTRATION OUTSIDE SCN	372	—	—	—
11a. DRILL: Write up 5 examples of applying policy to society.		—	—	—
12. HCO PL 5 Apr 65 SCN MAKES A SAFE ENVIRONMENT	374	—	—	—
13. HCO PL 12 Apr 65 JUSTICE	374	—	—	—
*14. HCO PL 5 Apr 65 HANDLING THE SUPPRESSIVE PERSON, THE BASIS OF INSANITY	375	—	—	—
14a. DRILL: Write an example of each of the 26 hostile acts.		—	—	—

B.

PROTESTANT	INTERROGATION	GENERALITIES	—
REGULATIONS	COMPROMISED	SALUTATORY	—
ENTHETA	PROCESSING	COUCHED	—
DILETTANTISM	REAPPRAISAL	HEARER	—
HEARING	BREACH	PETITION	—
CONGREGATING			

15. HCO PL 5 Apr 65 THE NO-GAIN-CASE STUDENT	383	—	—	—
15a. CLAY: The 3 types of tough case, how you spot and handle.		—	—	—
16. HCO PL 7 Apr 65 AMNESTY - CANCELLED CERTS - JUSTICE COMMENTS	387	—	—	—
17. HCO PL 19 Apr 65 TRAINING AND PROCESSING REGULATIONS	388	—	—	—
18. HCO PL 22 Apr 65 CORRECTION ALL "JUSTICE"		—	—	—

POLICY LETTERS	390	— — —
19. HCO PL 28 Apr 65 POWER PROCESSES	391	— — —
20. HCO PL 29 Apr 65 PETITION	393	— — —
21. HCO PL 26 May 65 PETITIONS	394	— — —
21a. ESSAY: When and how to petition.	—	— — —
*22. HCO PL 29 Apr 65 ETHICS - REVIEW	395	— — —
22a. DRILL: Routine ethics handlings per the 36 gradients.	—	— — —
*23. HCO PL 30 Apr 65 emergency, state of	399	— — —
23a. CLAY: How to prevent an emergency.	—	— — —
24. HCO PL 1 May 65 STAFF MEMBER REPORTS	402	— — —
24a. DRILL: Write up 5 examples of reports.	—	— — —
24b. DRILL: Write up the steps to clean one's ethics file.	—	— — —

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25. HCO PL 8 May 65 RESULTS OF HCO TECHNICAL INVESTIGATION	405	— — —
*26. HCO PL 11 May 65 EHTICS OFFICER HAT	406	— — —
26a. CLAY: Purpose of the Ethics Officer.	—	— — —
26b. ESSAY: How stats, reports and filing fit into ethics handling.	—	— — —
26c. DRILL: Handling situations as Ethics Officer per PL 11 May 65.	—	— — —
*27. HCO PL 16 May 65 INDICATORS OF ORGS	408	— — —
28. TAPE: 18 May 65 ORGANIZATION AND ETHICS	—	— — —
29. HCO PL 27 May 65 PROCESSING	411	— — —
30. TAPE: 25 May 65 THE 5 CONDITIONS	—	— — —
31. HCO PL 31 May 65 NOISE - SESSION INTERRUPTION	412	— — —
*32. HCO PL 2 Jun 65 WRITING OF AN ETHICS ORDER	413	— — —
33. HCO PL 7 Jun 65 ENTHETA LETTERS AND THE DEAD FILE, HANDLING OF	415	— — —
33a. DRILL: Draw up a chart of dead file handling.	—	— — —
34. HCO PL 25 Sep 65 ADDTION TO HCO PL 7 Jun 65	422	— — —
35. HCO PL 22 Aug 66 DEAD FILE RESTORATION TO GOOD STANDING	422	— — —
36. DRILL: Write up 5 dummy ethics chits.	—	— — —
37. DRILL: Write up 5 dummy ethics orders.	—	— — —

C.

COMM CYCLE	—	AUDITING COMM	ROLLER COASTER	—
DECLARED	—	CYCLE	FALSE REPORT	—
CHIT	—	MUZZLED	CHARACTERISTICS	—
REGISTRAR	—	RSing	DN	—
PRODUCTION	—	TA	PARASITISM	—

38. HCO PL 17 Jun 65 STAFF AUDITOR ADVICES	423	— — —
39. HCO PL 1 Jul 65 ETHICS CHITS	425	— — —
39a. ESSAY: Ethics and production	—	— — —
40. HCO PL 1 Jul 65 COMM CYCLE ADDITIVES	426	— — —
41. HCO PL 30 Jul 65 PRECLEAR ROUTING TO ETHICS	427	— — —
42. HCO PL 7 Aug 65 SUPPRESSIVE PERSONS, MAIN CHARACTERISTICS OF	428	— — —
42a. DEMO: The main characteristics of an SP.	—	— — —

43. HCO PL 16 Aug 65 COLLECTION FROM SPs AND PTSS	430	— — —
44. HCO PL 20 Aug 65 GENERAL AMNESTY	431	— — —
45. HCO PL 26 Aug 65 ETHICS E-METER CHECK (Revised)	432	— — —
45a. DRILL: Do dummy E-Meter checks until smooth.		— — —
*46. HCO PL 1 Sep 65 ETHICS PROTECTION	433	— — —
46a. ESSAY: How ethics protection works.		— — —
47. HCO PL 14 Oct 65 POTENTIAL TROUBLE SOURCE ROUTING	435	— — —
47a. CLAY: PTS and how to handle.		— — —
48. HCO PL 26 Oct 65 ETHICS AUTHORITY SECTION - OFFICE OF LRH	436	— — —
49. HCO PL 15 Nov 65 REPORTING OF THEFT AND ACTION TO BE TAKEN	437	— — —
50. HCO PL 15 Dec 65 ETHICS CHITS	438	— — —
50a. DEMO: Handling of a wrong chit.		— — —
51. HCO PL 30 Dec 65 PTS AUDITING AND ROUTING	439	— — —
*52. HCO PL 6 Mar 66 REWARDS AND PENALTIES	440	— — —

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D.

COMPLIANCE	— MOTIVATION	— ANTI-SOCIAL	—
REMUNERATIVE	— ATTRIBUTES	— TERMINATING	—
PRECEDENCE	— INDIVIDUATION	— DISTRIBUTION	—
ADMINISTRATOR	— REFERRAL	— ENDANGERMENT	—
AUTHORITY	— GAE	—	—

*53. HCO PL 8 Mar 66 HIGH CRIME	444	— — —
53a. DRILL: Demo the PL in full.		— — —
54. HCO PL 29 Apr 66 ETHICS: CLEARING COURSE	446	— — —
54a. TAPE: 2 Aug 66 SUPPRESSIVES AND GAEs		— — —
55. HCO PL 4 Aug 66 CLEARS, INVALIDATION OF	446	— — —
56. HCO PL 16 Aug 66 CLEARING COURSE SECURITY	447	— — —
57. HCO PL 15 Aug 66 ETHICS ORDERS	448	— — —
58. HCO PL 19 Aug 66 NUMBERING OF EHTICS ORDERS	448	— — —
59. TAPE: 25 Aug 66 THE ANTI-SOCIAL PERSONALITY		— — —
60. HCO PL 27 Sep 66 THE ANTI-SOCIAL PERSONALITY - THE ANTI-SCIENTOLOGIST	449	— — —
60a. DEMO: Examples of each attribute.		— — —
61. HCO PL 5 Oct 66 STUDENTS TERMINATING - LEAVE OF ABSENCE - BLOWN STUDENTS	455	— — —
62. HCO PL 26 Dec 66 ADMIN KNOW-HOW PTS SECTION PERSONNEL AND EXECS	456	— — —
63. HCO PL 29 Dec 66 HISTORICAL PRECEDENCE OF ETHICS	459	— — —
64. HCO PL 11 Aug 67 SECOND DYNAMIC RULES	463	— — —
65. HCO PL 15 Aug 67 DISCIPLINE - SPs AND ADMIN HOW STATISTICS CRASH	464	— — —
65a. DEMO: How SPs crash stats.		— — —
66. HCO PL 18 Sep 67 ETHICS OFFICER CHECKOUTS (Reissued as BPL)	466	— — —
67. HCO PL 20 Sep 67 CONFIDENTIAL DATA (Reissued as BPL)	466	— — —
68. HCO PL 1 Oct 67 ADMIN KNOW-HOW USES OF ORGs	467	— — —

69. HCO PL 4 Oct 67 ORG EXEC SEC AND DISTRIBUTION	468	— — —
70. HCO PL 6 Oct 67 HCO EXEC SEC CONDITION	468	— — —
*71. HCO PL 16 Oct 67 ADMIN KNOW-HOW NO. 16 - SUPPRESSIVES, AND THE ADMINISTRATOR; HOW TO DETECT SPS AS AN ADMINISTRATOR	469	— — —
71a. DRILL: 3 areas of detection of SPs.		— — —
72. HCO PL 18 Oct 67 POLICY AND HCO B ALTERATIONS HIGH CRIME	471	— — —
73. TAPE: 18 Nov 67 LRH TALK FOR ETHICS OFFICERS ONLY		— — —
74. HCO PL 20 Nov 67 OUT TECH	471	— — —
75. HCO PL 22 Nov 67 OUT TECH	472	— — —
*76. HCO PL 7 Feb 68 FAST FLOW AND ETHICS	474	— — —
76a. ESSAY: The importance of Ethics when there is Fast Flow.		— — —
76b. DEMO: The consequences of a false attest.		— — —
77. HCO PL 22 Feb 68 ETHICS AND ADMIN SLOW ADMIN	475	— — —
78. HCO PL 2 Mar 68 ADVANCED COURSE SECURITY CHECK	476	— — —

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79. HCO PL 5 Mar 68 ADMINISTRATIVE KNOW HOW JOB ENDANGERMENT CHITS	477	— — —
80. HCO PL 12 Mar 68 MISTAKES, ANATOMY OF	479	— — —
81. HCO PL 22 Mar 68 CONDITIONS PENALTIES NEW (Revised) EMPLOYEES & PERSONS NEWLY ON POST	479	— — —
82. HCO PL 12 Mar 68 MISTAKES, ANATOMY OF (HCO B)	479	— — —
*83. HCO PL 18 Jun 68 ETHICS	480	— — —
84. HCO PL 20 Jun 68 ETHICS OFFICERS	482	— — —
85. HCO PL 29 Jun 68 ENROLLMENT IN SUPPRESSIVE GROUPS	484	— — —
86. HCO PL 27 Jul 68 A TIGER	485	— — —
86a. DRILL: 3 examples of how to detect a tiger.		— — —
87. HCO PL 12 Aug 68 ETHICS POWER (Reissued as BPL)	485	— — —
88. HCO PL 26 Aug 69 SECURITY CHECKS ABOLISHED	486	— — —
89. HCO PL 15 Sep 69 SEA ORG	487	— — —
90. HCO PL 4 Oct 68 ETHICS PRESENCE	488	— — —
90a. CLAY: Ethics presence		— — —
91. HCO PL 21 Oct 68 CANCELLATION OF FAIR GAME	489	— — —
92. HCO PL 15 Nov 68 CANCELLATION OF DISCONNECTION	489	— — —
*93. HCO PL 16 Dec 68 SECURITY DIV 1	490	— — —
94. HCO PL 13 Jan 69 UNUSUAL FAVORS	491	— — —
95. HCO PL 13 Feb 69 ETHICS PROTECTION CONDITIONS	492	— — —
96. HCO PL 7 Apr 69 ORG REDUCTION OR ERADICATION	493	— — —
96a. DEMO: The ways an org can be collapsed.		— — —
97. HCO PL 20 Apr 69 DUMBNESS (Reissued as BPL)	495	— — —
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COMMITTEES	DEFENDANT	OFFENSES	
CONVENING	MITIGATES	CHAIRMAN	
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LITIGANTS	—	MAGISTERIAL	—	PERJURY	—
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Under Section B are listed all policy in OEC Volume I which have been reissued and revised as BPLs. (The revised BPLs should be contained in the "Additions" pack.)

Under Section C are listed all HCO PLs which have been revised.
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3. HCO PL 22 Sep 67 ROUTING FORM ATTESTATIONS Reissued as BPL 30 Apr 75, same title.	— — —
4. HCO PL 31 Oct 63 RECEPTION HAT Revised and Reissued as BPL 13 Oct 75, same title.	— — —
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13. HCO PL 18 Aug 68 ETHICS CLEARANCE - AN OPEN LETTER TO ALL SEA ORG APPLICANTS - Revised and Reissued as BPL 23 Jul 75, same title.	— — —
14. HCO PL 2 Nov 67 HCO DIVISION, DEPARTMENT OF COMMUNICATIONS - Revised and Reissued as BPL	— — —

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15. HCO PL 18 Jan 70 REGISTERED MAIL - Reissued as BPL 30 Jun 75, same title.	— — —
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17. HCO PL 21 Oct 59 ADDITIONAL MESSAGE DESIGNATION Reissued as BPL 9 Jul 74, same title.	— — —
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25. HCO PL 20 Sep 67 CONFIDENTIAL DATA - Revised and Reissued as BPL 19 Jul 75, same title.	— — —
26. HCO PL 12 Aug 68 ETHICS POWER - Reissued as BPL 26 Jun 75, same title.	— — —
27. HCO PL 20 Apr 69 DUMBNESS - Reissued as BPL 6 Jul 75, same title.	— — —
28. HCO PL 26 Jan 70 MINORS - LEGAL ON, STUDENTS AND STAFF - Revised and Reissued as BPL 27 Apr 75, same title.	— — —
29. HCO PL 25 Aug 69 THIRD PARTY INVESTIGATIONS - Reissued as BPL 8 Jul 75, same title.	— — —
30. HCO PL 6 Jan 70 THIRD PARTY INVESTIGATIONS - Reissued as BPL 8 Jul 75, same title.	— — —
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— — —

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Revised 21 Sep 74.

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2. HCO PL 22 Mar 68 CONDITIONS PENALTIES -
NEW EMPLOYEES & PERSONS NEWLY ON POST
Revised (This is HCO PL 20 Oct 67 III re-issued
with Amendment.)

3. HCO PL 7 Mar 65 OFFENSES AND PENALTIES
Revised 24 Oct 75

4.

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— — —

I attest that I have completed the above checksheet and know
and can apply the policy materials of HCO.

(Student) Signed: _____

I attest that the above named student has fully completed the
checksheet and knows and can apply the data.

(Supervisor) Signed: _____

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, (e) can produce
the result required in the materials of the course.

2. In the case of an HCO staff member, he/she has been awarded
the Staff Status III Certificate,

3. In the case of other Divisional staff or public students, the
completion of this portion of the OEC has been logged as a completion.

4. If this checksheet completes the full study and completion of
all OEC Checksheets, the student has been awarded his OEC Certificate
(provisional) 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.

(Certs & Awards) Signed: _____

CONDITIONAL: If the student has not yet completed his Student Hat
and Method 1 Word Clearing, an exam is fully passed in Qual on the
materials of the _checksheet_.

(Dir Validity) Signed: _____

Send to Student admin for filing.

Revised by:
W/O Louise Kelly
Flag Mission 1710 I/C for
Training & Services Aide FB
Authorized by AVU
Approved by LRH Pers Comm
for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

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