

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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of the

CHURCHES OF SCIENTOLOGY

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Remimeo BOARD POLICY LETTER
Orgs
SHs 7 NOVEMBER 1973RA
 REVISED 2 DECEMBER 1976

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 ADDTION	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)	81	___	___	___
*6. HCO PL 10 Jul 65 LINES AND TERMINALS - ROUTING	82	___	___	___
7. HCO PL 5 Feb 69 DOUBLE HATS	83	___	___	___
8. TAPE: 9 Mar 65 NEW ORG STRUCTURE		___	___	___
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	___	DISENTURBULATE	___	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.		—	—	—
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 (Reiss 7.6.67)	115	—	—	—
13a. DEMO: The 3 great evils resulting from auditors being "on call" or "part time" in a Central Office or City Office HGC.		—	—	—
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.		—	—	—

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.		—	—	—
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)	134	—	—	—
15. HCO PL 22 Aug 66 ADDENDUM TO HCO PL OF				

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.		—	—	—
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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 ___ EMBOSSING ___ ENTHETA ___
INTERCOMM ___ INSURANCE ___ MONOPOLY ___
RECEIPT ___ ESTABLISHMENT ___ VELOCITY ___
CUSTOMS ___ ELECTRONIC ___ COMMUNICATOR ___
CLEARANCE ___ TABBING ___ 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 & SOLICITER 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 STALE DATE 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.		___	___	___

ADDRESSO

(Note: Addresso 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 Addresso I/C drill naming				
	all the parts of the Addresso 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	___	___	___

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, PRECLEARERS	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 -
Volume 0, pages 189-249)

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 ETHICS 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		___	___	___
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COMM EVS, BOARDS, APPEALS, COURTS, ETC.

A.

JURISPRUDENCE	—	PLAINTIFF	—	DISSENTING	—
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CONVENING	—	MITIGATES	—	CHAIRMAN	—
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LITIGANTS	—	MAGISTERIAL	—	PERJURY	—
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Under Section A are listed all policy contained in OEC Volume I 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 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. (These also are in the "Additions" pack.)

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2. HCO PL 19 Sep 67 HCO DIVISION, DEPARTMENT OF ROUTING, APPEARANCES & PERSONNEL Amended and Reissued as BPL 24 Aug 75, same title.		—	—	—
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.		—	—	—
5. HCO PL 12 Dec 65 NEW ORG BOARD DESIGN (2) Revised and Reissued as BPL 25 Jul 75, same title.		—	—	—
6. HCO PL 14 Dec 69 ORG PROTECTION Reissued as BPL 30 Jun 75, same title.		—	—	—
7. HCO PL 27 Jan 70 TECH ADMIN RATIO AND LRH COMM ASSIGNMENT - CENTRAL AND AREA ORGS (includes HCO PL 29 Jan 70 EXISTING FULL TIME LRH COMM ASSIGNMENTS) Revised and Reissued as BPL 8 Sep 75, same title.		—	—	—
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9. HCO PL 5 Jan 69 STAFF STATUS TWO - Reissued as BPL 15 Jul 75, same title.		—	—	—
10. HCO PL 1 May 67 VOLUNTARY STAFF - Revised and Reissued as BPL 13 Jul 75, same title.		—	—	—
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| 15. HCO PL 18 Jan 70 REGISTERED MAIL - Reissued as BPL 30 Jun 75, same title. | — — — |
| 16. HCO PL 11 Nov 66 POSTAL ECONOMY - Revised and Reissued as BPL 9 Aug 75, same title. | — — — |
| 17. HCO PL 21 Oct 59 ADDITIONAL MESSAGE DESIGNATION Reissued as BPL 9 Jul 74, same title. | — — — |
| 18. HCO PL 11 Feb 69 TELEX LINES AND LOGISTICS - Revised and Reissued as BPL 17 Jul 75, same title. | — — — |
| 19. HCO PL 14 Apr 69 BULLETIN AND POLICY LETTER DISTRIBUTION - Revised and Reissued as BPL 1 Jul 75, same title. | — — — |
| 20. HCO PL 8 May 69 ADDRESS LISTS - ADDRESSO AND CENTRAL FILES - Reissued as BPL 27 Jun 75, same title. | — — — |
| 21. HCO PL 17 May 69 MAILING LISTS - CENTRAL FILES - ADDRESSO BASIC DEFINITIONS AND POLICY , Revised and Reissued as BPL 16 Jul 75, same title. | — — — |
| 22. HCO PL 2 Nov 67 HCO DIVISION, DEPARTMENT OF INSPECTION AND REPORTS - Revised and Reissued as BPL 10 Sep 75, same title. | — — — |
| 23. HCO PL 20 Nov 59 VALIDATION OF FRANCHISES - Revised and Reissued as BPL 31 Aug 75, VALIDATION OF MISSIONS | — — — |
| 24. HCO PL 18 Sep 67 ETHICS OFFICER CHECKOUTS - Revised and Reissued as BPL 5 Aug 75, same title. | — — — |
| 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. | — — — |
| 31. HCO PL 17 May 69 AN ETHICS POLICY LETTER - Reissued as BPL 15 Jul 75, same title. | — — — |
| 32. HCO PL 16 Jun 69 BOARD OF APPEAL - Revised and Reissued as BPL 12 Jul 75, same title. | — — — |
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| 34. HCO PL 26 Jan 70 OTL LAST COURT OF APPEAL - Revised and Reissued as BPL 20 Jan 75, FOLO LAST COURT OF APPEAL. | — — — |
| 35. HCO PL 5 Feb 70 SCIENTOLOGY REFUNDS - WRIT OF EXPULSION AND WAIVER - Revised and Reissued as BPL 12 Aug 75, same title. | — — — |
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— — —

SECTION C. - REVISIONS

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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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5.

— — —

6.

— — —

7.

— — —

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.

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