

CHECKSHEET FOR

~The~
Organization Executive
Course

~by~
L. Ron Hubbard

FOUNDER OF DIANETICS AND SCIENTOLOGY

DISSEMINATION
DIVISION
2

PUBLICATIONS DEPARTMENT

Advanced Organization * Saint Hill * Denmark

BOARD POLICY LETTER

Remimeo 14 NOVEMBER 1973RA
Orgs REVISED 2 DECEMBER 1976
SHes

CANCELS
BPL 14 NOV 73R, SAME TITLE
AND BPL 14 NOV 73-1 ERRATA ADDITION

Org Exec Course Checksheet
Series 3RA

ORGANIZATION EXECUTIVE COURSE CHECKSHEET
VOLUME TWO
DISSEMINATION DIVISION

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

THE COURSE: This checksheet covers Volume 2 of the Organization Executive Course, Division 2. The textbook for this course is OEC Volume 2 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.

PREREQUISITE: Student Hat.

STAFF STATUS III: Dissem Div staff who complete this checksheet on OEC Vol 2 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 Senior OEC and FEBC.

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 HCO PL 18 Oct 76R "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 2 OEC.

All cancelled policy contained in OEC Volume 2 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

Any words not easily defined are to be looked up in a dictionary and used in sentences until fully grasped.

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KEEPING SCIENTOLOGY WORKING

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

HCO
DISSEMINATION
DIVISION 2

A.

Look up and use in sentences any of the following words not easily defined;

GRADIENT	—	PRINCIPLES	—	TRANSCRIPTION	—
SCALE	—	DIRECTOR	—	MAKE-UP	—
PERSONNEL	—	PROMOTION	—	TYPOGRAPHER	—
PROCUREMENT	—	PUBLICATIONS	—	PROOFREADER	—
REGISTRATION	—	AUDIO	—	PAB	—
PROFESSIONAL	—	ORIENTATION	—	VISUAL	—
INDEX	—	UNDERSTANDING	—	IBM	—
ENLICHENMENT	—	COPYRIGHT	—	ADDRESSOGRAPH	—
CINE	—	DISSEMINATION	—	MIMEOGRAPH	—
INDOCTRINATED	—	SALESMANSHIP	—	SELECTION	—
SOLVENCY	—	LIAISON	—	SLIP	—
CONSULTANTS	—	PRINTING	—	FOTOTYPE	—
CORPORATION	—	COMPOSITION	—	FACE TYPES	—
PHOTOLITHOED	—				

1. 26 Oct 56 GRADIENT SCALE OF PERSONNEL (Reiss 7.1.64) PROCUREMENT	1	— — —
1a. CLAY DEMO: The 5 categories of reach and how each is handled.		— — —
*2. 21 Jan 65 VITAL DATA ON PROMOTION (Rev 5.4.65)	4	— — —

2a. CLAY DEMO: The 5 essentials of successful promotion.	— — —
2b. ESSAY: What is adequate promotion.	— — —
*3. 17 Nov 65 THE BASIC PRINCIPLES OF PROMOTION	7 — — —
3a. CLAY DEMO: THE BASIC PRINCIPLES OF PROMOTION	— — —
4. HCO DISSEMINATION DIVISION 2	— — —
ORG BOARD OUTLINE	8 — — —
5. 17 Jun 68 ARC BREAK REGISTRARS AND AUDITORS	11 — — —
6. 30 Sep 65 STATISTICS FOR DIVISIONS -	— — —
HCO DISSEM DIVISION 2 (excerpt)	12 — — —
7. 19 Feb 68 STATS DISSEM	12 — — —
8. 25 May 68 GDS DISSEM DIVISION	12 — — —
9. 5 Jun 68 STATS DISSEM (Add'n to 19.2.68)	13 — — —
10. 20 Nov 65 THE PROMOTIONAL ACTIONS OF AN	— — —
ORG - HCO DISSEM DIV 2 (excerpt)	14 — — —
10a. DEMO: Each of the promotional actions.	— — —
11. 25 Jan 57 CONCERNING THE SEPARATENESS OF	— — —
DIANETICS AND SCIENTOLOGY	15 — — —
12. 26 Mar 59 DISSEMINATION SECRETARY HAT	18 — — —

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CERTIFIED	MEDIA	BAROMETER
MAGAZINE	PRR	PROCUREMENT
FORMAT	HCA	SILK SCREEN
MSS	HCS	ROUTING
EDITORIAL	B. SCN	ENROLLMENT
SUPERFLUITY	ACCOUNTS	WW
REPRINT	MATERIAL	SLR

13. 27 Apr 59	WHY NEW BOOKS ARE FEW	20	—	—
14. 25 Apr 60	PRR PROMOTION (HCOB)	25	—	—
15. 24 Jan 64	ENROLLMENT DIVISION (Excerpt)	28	—	—
16. 25 Jan 64	DEPARTMENT OF ENROLLMENT	29	—	—
17. 29 Jan 64	CHARTS ROUTINGS AND PUBLICATIONS THE ENROLLMENT DEPARTMENT	31	—	—
17a. DEMO:	The 8 steps of the enrollment cycle.			
18. 21 Feb 64	DEPARTMENT OF ENROLLMENT	34	—	—
*19. 7 Mar 64	DIRECTOR OF ENROLLMENT - THE LETTER REGISTRAR - ADMINISTRATION	36	—	—
19a. DRILL:	Write up a promotional campaign for a particular subject - such as Academy.			
19b. DEMO:	Functions of a Letter Reg on finding things to offer people will write in about.			
20. 11 Mar 64	DEPARTMENTAL CHANGES AUDITORS DIVISION	39	—	—
21. 11 Mar 64	AUDITORS DIVISION - NEW HCO WW ORGANIZATION	40	—	—
*22. 23 Sep 64	POLICIES: DISSEMINATION AND PROGRAMS	41	—	—
22a. DEMO:	Each of the major points on CF and Address			
22b. ESSAY:	Why Registrars do not assign auditing times.			
*23. 31 Dec 64	USE OF DIANETICS, SCIENTOLOGY APPLIED PHILOSOPHY	49	—	—
*24. 28 Feb 65	DELIVER	50	—	—
25. 5 Apr 65	LEGAL AND PROMOTION	52	—	—

26. 7 Apr 65 BOOK INCOME	53	—	—	—
26a. CLAY DEMO: The Book Cycle		—	—	—
26b. CLAY DEMO: "Ideas used in promotion must..."		—	—	—
*27. 16 Apr 69 HANDLING THE PUBLIC INDIVIDUAL (Revised)	56	—	—	—
28. 18 Apr 65 PRICES LOWERED BECAUSE OF NEW ORGANIZATION STREAMLINE	60	—	—	—
29. 27 Apr 65 PRICE ENGRAM	62	—	—	—
29a. ESSAY: How to handle the price engram.		—	—	—
30. 5 May 65 CLASSIFICATION, GRADATION AND AWARENESS CHART	64	—	—	—
*31. 18 Jun 65 AREAS OF OPERATION	67	—	—	—
31a. DRILL: Chart of the areas of operation of Divs 2 and 6.		—	—	—
*32. 30 Jul 68 GROSS INCOME SENIOR DATUM	68	—	—	—
32a. CLAY DEMO: The Senior Datum		—	—	—
33. 10 Aug 68 LEGAL AND DISSEMINATION	69	—	—	—
34. 24 Aug 68 DISSEMINATION (Reissued as BPL)	69	—	—	—
34a. ESSAY: Why we need to make auditors.		—	—	—

HCO BOOK ACCOUNT

CODIFIED — REQUISITE — DEFRAYING —
SIGNATORIES — MANDATES — CONGRESS —
CBMT — PARITY — SUBSIDIZED —
MISAPPROPRIATION —

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1. 9 Sep 59 CBMT ACCOUNT	70	—	—	—
2. 14 Jan 64 CONTINENTAL AND AREA HCO FINANCE POLICIES	71	—	—	—
3. 30 Nov 64 HCO BOOK ACCOUNT	72	—	—	—
*4. 11 May 65 HCO BOOK ACCOUNT POLICY 74				
*5. 6 Oct 66 ADDITION TO HCO DIV ACCOUNT (Reissued as BPL) POLICY	77	—	—	—
6. 9 Dec 65 HCO INCOME-MEMBERSHIPS- CONGRESSES-TAPE PLAYS	78	—	—	—
7. 23 May 68 BOOKS	79	—	—	—
8. 17 Jun 68 HCO BOOK ACCOUNT (corrects 23 May 68)				
9. ESSAY: The HCO Book Account and how it is used.	79	—	—	—

DEPARTMENT FOUR
(DEPARTMENT OF PROMOTION)

NOTE: Dept Four is now Department of PROMOTION
AND PUBLICATIONS.

(REF: BPL 19 Jan 76RA CLASS IV ORG BOARD DEPARTMENTS OF
PROMOTION & PUBLICATIONS, PROCUREMENT
AND REGISTRATION

BPL 19 Jan 76RA-1 ASHUK DISSEM DIV ORG BOARD
BPL 19 Jan 76RA-2 AOSHEU DISSEM DIV ORG BOARD
BPL 19 Jan 76RA-3 ASHO DAY ASHO FDN DISSEM DIV ORG
BOARD

OBLITERATION	PE	AR & C
RADIATION	ILLITERACY	AGGREGATE
IONOSPHERE	MOLECULAR	PROOFED
ENGINEER	EUTHANASIA	COMMISSARS
CONSOLIDATED	INSTITUTE	EPITAPH
TENETS	R 1C	PHYSICS
GWU	W UNIT	CO-AUDIT
DIANEZENE	R 2C	—
DISENFRANCHISE	—	—

1. 2 May 57 DISSEMINATION	80	—	—	—
2. 18 May 57 POLICY ON SIGNATURES IN (Reiss 8.5.59) PUBLICATIONS	82	—	—	—
3. 17 Nov 58 HCO PROJECT ENGINEER: "HAVE YOU LIVED BEFORE?"	83	—	—	—
4. 14 Apr 59 NEW BOOK	85	—	—	—
5. 16 Apr 59 BOOKS, COST OF	86	—	—	—
6. 12 May 59 ADVERTISEMENT FOR FIELD IN CERTAINTY, ABILITY, ETC. - MINOR ISSUE	87	—	—	—
7. 6 Jun 59 "HAVE YOU LIVED BEFORE THIS LIFE"	87	—	—	—
*8. 28 Apr 60 BOOKS ARE DISSEMINATION (HCOB)	88	—	—	—
8a. ESSAY: Why use DMSMH	92	—	—	—
9. 21 Nov 62 REISSUE OF MATERIALS	92	—	—	—
10. 12 Aug 64 POLICY ON TECHNICAL INFORMATION	93	—	—	—
11. 2 Aug 63 PUBLIC PROJECT ONE	93	—	—	—
12. 21 Aug 63 CHANGE OF ORGANIZATION TARGETS - PROJECT 80 - A PREVIEW	95	—	—	—

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TRANSMISSION	STRATA	SHOOTING	BOARDS
RADIUS	LONGSHOREMEN	MOTIF	
AMA	ADHERENTS	FRIEZE	
BMA	'SQUIRREL'	PARAPHRASE	
ROYALTIES	VELOCITY	CARDINAL	RULE
ERRATA	HBA	PUNCHY	
CULLED	IMPEDIMENTA	ALLEGIANCE	

*15. 10 Feb 65 AD AND BOOK POLICIES	101	— — —
15a. DEMO: The 7 points of any ad		— — —
15b. DEMO: What all books mailed to book orderers must contain.		— — —
15c. Write up 3 sample ads per the PL.		— — —
16. 4 Mar 65 TECHNICAL AND POLICY DISTRIBUTION	103	— — —
16a. DEMO: The 9 policies governing release.		— — —
16b. CLAY DEMO: "Hard Sell"		— — —
17. 27 Apr 63 BOOK PROMOTION DESIGN	108	— — —
18. 29 May 65 SOME ALLOWED ADS - BOOK ADS	109	— — —
*19. 30 Aug 65 ART (HCOB)	110	— — —

MAGAZINES

POLYPRINT	"HOUSE ORGAN"	PASTEUP
PHOTOSTAT	ENTHETA	FIXATIVE
BI-ANNUALLY	COMPILE	BLURB
COMMENTARIES	ALL HANDS	MASTHEAD
PES	MAXIM	STICKERS
AYOUT	RUNDOWN	

*1. 24 Nov 58 MAGAZINE POLICY 127 ____
1a. DEMO: The points of mag policy. ____
2. 24 Oct 58 ABILITY MAGAZINE 128 ____

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3. 26 Jan 59 SCIENTOLOGY MAGAZINES	128	— — —
4. 15 Jun 59 PAB LIAISON	129	— — —
5. 2 Jul 59 SCIENTOLOGY MAGAZINES	130	— — —
5a. DEMO: The 2 definitions.		— — —
6. 6 Oct 59 TWO FINE MAGAZINES	130	— — —
7. 30 Oct 59 MAGAZINE ARRANGEMENTS		— — —
8. 20 Jun 60 RUSH MAGAZINE NOTE	133	— — —
9. 3 Aug 60 MAGAZINE ADVERT POLICY	133	— — —
10. 13 Sep 61 PHOTOSTATS (Excerpt)	134	— — —
11. 17 Aug 64 TECHNICAL INFO FOR CONTINENTAL MAGS	134	— — —
12. 17 Apr 65 ADDITIONAL MAG POLICY	135	— — —
13. 16 Jul 65 CONTINENTAL MAGAZINES TO MODEL AFTER CERTAINTY	136	— — —
14. 1 Sep 65 PUBLICATIONS	137	— — —
15. 13 Oct 66 ADVERTISEMENTS, CONTINENTAL MAGAZINES AND AUDITOR		— — —
16. 7 Dec 66 MAGAZINES PERMITTED ALL ORGS	138	— — —
	139	— — —

*17. 14 Dec 69 MAGAZINES (LRH ED 59 INT)	142	— — —
17a. CLAY DEMO: The differences between major and minor magazines		— — —
17b. DEMO: The 13 points on magazines.		— — —
18. 1 Apr 70 MAGAZINE LAYOUT AND PASTEUP (Dissem Div Advice Letter)	145	— — —
19. 1 Apr 70 PAB MAGAZINES (Dissem Advice Ltr)	147	— — —

THE AUDITOR MAGAZINE

MAT SEC	—	ENGRAVING	—	GALLEY PROOFS	—
OFFSET LITHO	—	SOFT SELL	—	ROSTERS	—
LINOTYPIST	—	CAPTIONS	—	SCRUB	—
REPROPULL	—	GENRE	—	BY-LINES	—
PHOTO-MONTAGE	—	PERIPHERY	—	SUPPLEMENT	—
SHOTGUN	—				

1. 17 Mar 66 PROMOTION OF SAINT HILL AUDITOR ISSUE FREQUENCY	149	— — —
2. 15 Oct 67 AUDITOR MAGAZINE SUCCESS	150	— — —
3. 24 Nov 68 AUDITOR CORRESPONDENTS (Reissued as BPL)	151	— — —
4. 25 Nov 68 SAINT HILL INCOME PEAKS - REINFORCEMENT OF AUDITOR PROMOTION	154	— — —
*5. 26 Nov 68 THE ORIGINAL AUDITOR JOURNAL POLICY	155	— — —
5a. DEMO: The points on the original Auditor Journal Policy.		— — —
*6. 27 Nov 68 THE STANDARD AUDITOR JOURNAL (Reissued as BPL)	157	— — —
7. 29 Nov 68 STANDARD ACTIONS, OFFICE OF (Reissued as BPL) THE AUDITOR JOURNAL	161	— — —
8. 10 Aug 70 THE AUDITOR: ORG MAGAZINES (Reissued as BPL) AND COMM LINES	166	— — —
8a. DEMO: The clarification of magazines, LRH and org comm lines.		— — —

PHOTOS

INTROVERTED	—	DRAMATIS	POLAROIDS	—
DEPTH	—	PERSONNAE (sic)	—	RIPPLES
RECORD	—	PORTRAITS	—	

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1. 7 Jul 65 PHOTOS, NEWS AND STATISTICS FOR MAGS AND AUDITOR (Reiss 9.7.67)	167	— — —
*2. 28 Jul 65 HANDLING OF PHOTOGRAPHS	168	— — —
3. 31 Oct 68 PHOTOGRAPHERS, OF INTEREST TO (Reissued as BPL)	169	— — —
4. 21 Nov 68 PHOTO-POLICY FOR MAGAZINES	170	— — —
5. DRILL: Go through some magazines and select out a dozen action shots.		— — —

COPYRIGHT

TRADEMARKED ____ INTERIM ____ PATENT ____
 MARK ____ INTRINSIC ____ AFFIDAVIT ____
 PERIODICALS ____ INSIGNIA ____

1. 15 Nov 58 OUTSTANDING COPYRIGHTS AND MARKS	172	____	____
*2. 20 Jan 59 WHEN IN DOUBT ABOUT COPYRIGHTING . . .	172	____	____
3. 16 Dec 65 COPYRIGHT: U.S.A.	173	____	____
4. 27 Oct 69 REGISTRATION OF SO INSIGNIA	174	____	____

PRINTING

AMENDS ____ TYPESETTING ____ SHODDY ____
 STENCIL ____ PHOTO OFFSET ____

1. 17 Sep 58 WHO CAN ORDER PRINTING	175	____	____
2. 31 Oct 58 USE OF MIMEO RESTRICTED	175	____	____
3. 12 Feb 59 BOOK ADMINISTRATOR (Previous Printing Hat)	176	____	____
4. 7 May 64 RIGHTS TO PRINT OR RE-PRINT SCIENTOLOGY BOOKS AND MATERIALS	177	____	____
5. 19 Apr 70 MIMEO (LRH ED 98 INT)	181	____	____
6. 2 Mar 71 MIMEO SECTION	182	____	____

ISSUE AUTHORITY

(See also ISSUE AUTHORITY in the Executive Volume)

ISSUE ____ QUALITY ____ SPECIFICATIONS ____
 AUTHORITY ____ PRESENTATION ____ ARCHIVES ____

1. 23 Dec 58 QUALITY OF PRESENTATION	183	____	____
2. 22 Apr 65 BOOKLETS, HANDOUTS, MAILING PIECES	184	____	____
3. 22 Jul 65 DISSEMINATION MATERIALS TO SAINT HILL	186	____	____

(PUBLICATIONS)

(NOTE: Department of PUBLICATIONS is now part of
Dept 4, Department of PROMOTION & PUBLICATIONS.)

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BOOKS

INVENTORY ____ ACC ____ CONSIGNMENTS ____
 ALLOCATE ____ MANUAL ____ DEFACING ____
 SCS ____ CREED ____ DIVERSITY ____
 DCI ____ TRANSIT ____ EXPURGATED ____

1. 27 Aug 58 THE WASHINGTON DC CENTRAL ORGANIZATION . . .	187	____	____
2. 25 Mar 59 BOOK POLICY	187	____	____
3. 29 Apr 59 DEFACING BOOKS AND PROPER ADDRESSES ON THEM	188	____	____
4. 4 Jun 59 SALE AND HANDOUT OF CERTAINTY			

MINORS				
5. 18 Mar 60	"HAVE YOU LIVED . . .	SALES	188	— — —
6. 6 Jul 60	LT MEMBERSHIP PRIVILEGES		192	— — —
(BPL Status)			195	— — —
6a. DEMO:	LT Membership privileges.		—	— — —
7. 28 Jul 60	INTERNATIONAL MEMBERSHIP		195	— — —
(BPL Status) PRIVILEGES			—	— — —
7a. DEMO:	International Membership privileges		—	— — —
8. 9 Aug 61	BOOK SALES		198	— — —
9. 28 Jun 62	AUTOGRAPHED FREE BOOKS		199	— — —
10. 21 Nov 64	DISCOUNTS - CENTRAL ORGS - BOOKS		201	— — —
11. 19 Jul 65	DISCOUNTS - CENTRAL ORGS - BOOKS		202	— — —
(Corrects 21 Nov 64)			—	— — —
11a. DEMO:	Handling of special handling, Bookstores and big book distributors.		—	— — —
12. 23 Sep 65	KEEPING STOCKS UP		203	— — —
(Reiss 14.9.67)			—	— — —
13. 28 Oct 65	DISCOUNTS (Additions to 19.7.65)		204	— — —
14. 7 Nov 65	AUTOGRAPHED COPIES OF BOOKS BY LRH		204	— — —
15. 9 May 66	PUBLICATION COPIES TO WW		205	— — —
16. 23 May 68	ALL SCIENTOLOGY ORGS CAN BUY BOOKS . . .		206	— — —
17. 5 Jun 68	WEEKLY BOOK STOCK REPORT REQUIRED		208	— — —
WEEKLY BOOK STOCKS AND SALES REPORT FORM 1B			—	— — —
*18. 9 Oct 69	PUBLICATIONS DEPTS AND ORGS HOW TO STRAIGHTEN OUT		209	— — —
18a. DEMO:	The 21 steps.		210	— — —
19. 9 Dec 69	PURCHASING FROM PUBS ORG		—	— — —
(Cancels 23.5.68, Rev 10.9.68)			212	— — —
20. DRILL:	List all the ways and outlets for getting books into the public's hands.		—	— — —

TAPES

DEPRECIATION	—	HIGH FIDELITY	—	PRODUCTION	—
EDITS	—	CONGRESS	—	MASTER	—
OVERPRINT	—	LEADER	—	ELECTRONIC	—
ACETATE	—	STANDARDIZE	—	S.L.R. LTD	—
CREATE	—	CODE	—	MYLAR	—
CITY OFFICE	—				

1. 9 Mar 59	TAPES AND RECORDS	213	— — —
2. 10 Mar 59	BSCN/HCS COURSE TAPES	213	— — —
3. 8 Apr 59	NEW HPA/HCA TAPES	214	— — —

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4. 14 May 59	HOW TO ESTABLISH PRICE OF BOOKS AND TAPES	215	— — —	
5. 5 Oct 59	TAPE AND RECORD PRODUCTION HAT	216	— — —	
5a. DEMO:	The purpose and points 1 - 11 of above PL	—	— — —	
6. 4 Jan 61	TAPE LEADER COLOUR CODES	—	— — —	
(Reissued as BPL)			—	— — —
7. 4 Jan 61	TAPE COPYING CHANGED	219	— — —	
8. 5 Jun 62	CLASS II TRAINING ONLY BY	219	— — —	

ACADEMIES AND SAINT HILL	220	— — —
9. 16 Aug 62 HCO ELECTRONIC CONSULTANT HAT	220	— — —
9a. DEMO: The purpose of HCO Electronic Consultant		— — —
10. 1 Nov 62 TAPES, STUDENT PURCHASE OF	221	— — —
11. 18 Jun 63 TAPE RELEASE	221	— — —
12. 24 Feb 64 S.L.R. LTD - TAPE COPYING	222	— — —
13. 11 Jun 64 CENTRAL ORGANIZATION & CITY OFFICE TAPE SERVICE	222	— — —
14. 17 Dec 64 TAPE PRICES	223	— — —
15. 31 Dec 64 TAPE AVAILABILITY	224	— — —
16. 13 May 65 SALE OF BULLETINS & TAPES FORBIDDEN	224	— — —
17. 7 Dec 65 TAPE COLOUR FLASH CODE	225	— — —
17a. DEMO: The color flash codes for tape reels		— — —
18. 24 Oct 66 BLANK TAPE REELS	226	— — —
19. 13 Apr 70 TAPES (Cancels 31 Dec 64, Amends 13 May 65) (Reissued as BPL)	227	— — —
20. ESSAY: Why sell tapes to the public		— — —

E-METERS

E-METER	—	H.P.SALES	—	INSIGNIA	—
TRANSISTORS	—	STOCK-POOL	—	LISTING	—
PROTOTYPE	—	NB	—		
"CARRIAGE FORWARD ON BUYER"	—				

1. 30 Jan 61 BRITISH E-METER BREAKAGE	228	— — —
2. 23 Oct 61 E-METERS TO BE APPROVED	228	— — —
3. 19 Dec 61 E-METER SUPPLIES	229	— — —
4. 23 Nov 65 MARK V AND LISTING E-METERS	234	— — —
5. 9 Jul 69 CONFESSITIONAL AIDS	234	— — —
5a. DEMO: How the Confessional Aide assists the Minister		— — —
6. 22 Mar 70 E-METER DISCOUNT POLICY - PURCHASING E-METERS FROM PUBS ORG	234	— — —

INSIGNIA

PIN	—	RELEASE	—	HOUSE FLAG	—
GRADE	—				

1. 13 Nov 65 RELEASE PINS	236	— — —
1a. DEMO: The kinds of Release Pins		— — —
2. 9 Jan 68 HOUSE FLAGS	237	— — —

SHIPPING

SHIPPING	—	INVOICES	—	BONDED	—
GUMSTRIP	—	DEBIT INVOICE	—	ENTRY PAPERS	—
CORRUGATED	—				

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*17. 8 Sep 65	DISSEMINATION DIVISION	
	REGISTRATION PACKET (Sec ED 89 SH)	384
17a.	DRILL: Make up a Dummy Reg Pack.	— — —
*18. 12 Jan 66	SELECTEES MAILING - SELECTEE	
	ADVICE PACKETS	385
18a.	CLAY DEMO: Steps of handling a selectee.	— — —
19. 12 Oct 66	MAILING OF LETTERS	386
19a.	DEMO: The points for mailing of letters.	— — —
20. 14 Feb 67	BOOK BUYERS	
	(Reissued as BPL)	387

CENTRAL FILES

(See also ADDRESSO Section - Volume 1, pages
266-291)

CENTRAL FILES PROPAGANDA
FOUNDATION RECOMPILE PRE-SORTING
SPECULATIVE AIDE DISTINCTIVE
CATASTROPHES

1. 6 Apr 57 CENTRAL FILES & PROCUREMENT (HCOB)	248	—	—	—
1a. DEMO: The duties of CF I/C.		—	—	—
2. 18 Dec 60 CF AND ADDRESS CHANCE	388	—	—	—
*3. 8 Apr 65 CANCELLATION OF MAIL LISTS TO FIELD AUDITORS	389	—	—	—
3a. DEMO: Each of the points in caps in PL 8 Apr 65.		—	—	—
4. 1 Sep 65 MAILING LIST POLICIES	390	—	—	—
4a. DEMO: The emergency steps for the book Dept.		—	—	—
5. 2 Nov 65 FOUNDATION CENTRAL FILES OFFICER AND ADDRESS-IN-CHARGE	392	—	—	—
5a. DEMO: The duties.		—	—	—
6. 9 Jan 66 INTERNATIONAL CHANGES OR AREA CHANGES OF ADDRESS	392	—	—	—
7. 22 Aug 66 DEAD FILE. RESTORATION TO GOOD STANDING	393	—	—	—
7a. DEMO: Restoring to good standing from Dead File.		—	—	—
8. 13 Oct 66 INVOICE ROUTING	393	—	—	—
8a. DEMO: Invoice routing		—	—	—
9. 8 May 69 ADDRESS LISTS - ADDRESSO AND (Reissued as BPL) CENTRAL FILES	394	—	—	—
*10. 17 May 69 MAILING LISTS CENTRAL FILES (Reissued as BPL) ADDRESSO BASIC DEFINITIONS AND POLICY	395	—	—	—
*11. 18 Nov 69 CENTRAL FILES, VALUE OF THE GROSS INCOME OF THE ORG AND WHY	397	—	—	—
11a. CLAY DEMO: The 4 points on the only way to get Gross Income.		—	—	—
12. 5 Feb 71 CF AND ADDRESS PRE-SORTING	399	—	—	—
12a. ESSAY: Why CF is so vital and how it is run.		—	—	—

DEPARTMENT SIX
DEPARTMENT OF REGISTRATION

(A Study of this Department should include POLICIES ON "SOURCES OF TROUBLE" - Volume 1, pages 510 - 529 and the policies on the FIELD STAFF MEMBER SYSTEM in the Distribution/Public Divisions Volume.)

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REGISTRATION	ASPIRANTS	ASSIST	
SALVAGED	CENOCON	CREDIT	
CHANNELS	CONVERT	DISCOUNTS	
PROCUREMENT	ENROLLMENT	SHSBC	
REFERRALS	TENOR	HDG	
PROSPECT	PREFERENTIAL	HDC	
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NOTE: At time of publication of this Volume, new developments of the Organizing Board are in progress, some of which affect Division 2. The Registrar invoicing line is restored; Mimeo is returned wholly to Division 1, and Addresso to Division 2. Several 1970 and 1971 key policies covering these developments have been included in this volume, however a full coverage of this evolution is to be found in policies post-1969 which is later than the scope of the OEC divisional volumes. - Editors.

CORRECTIONS

Under Section A are listed all policy contained in OEC Volume 2 which have been cancelled. Cancelled issues which have been replaced by another PL have the replacement noted. (Your Course Admin will have these issues in an "Additions" Pack.)

Under Section B are listed all policy in OEC Volume 2 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 are also in the "Additions" Pack.)

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3. HCO PL 11 Nov 66 POSTAL ECONOMY - Revised and reissued as BPL 9 Aug 75, same title.	— — —
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7. HCO PL 10 Aug 70 THE AUDITOR: ORG MAGAZINES AND COMM LINES - Revised and reissued as BPL 13 Jul 75, same title.	— — —
8. HCO PL 31 Oct 68 PHOTOGRAPHERS, OF INTEREST TO - Reissued as BPL 29 Jun 75, same title.	— — —
9. HCO PL 6 Jul 60 LT MEMBERSHIP PRIVILEGES - BPL Status.	— — —
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11. HCO PL 4 Jan 61 TAPE LEADER COLOUR CODES - Revised and reissued as BPL 15 Aug 74, same title.	— — —
12. HCO PL 18 Apr 70 TAPES (Cancels 31 Dec 64, Amends 13 May 65) - Revised and reissued as BPL 12 Jul 75, same title.	— — —
13. HCO PL 30 Aug 62 SHIPPING RUNDOWN - Reissued as BPL 8 Jul 75, same title.	— — —
14. HCO PL 6 May 58 MODIFIED PROCEDURE FOR SIGNING UP PROSPECTIVE STUDENTS & PCS - Reissued as BPL 11 Aug 74, same title.	— — —
15. HCO PL 3 May 61 REGISTRATION - Revised and reissued as BPL 20 Jul 75, same title.	— — —
16. HCO PL 16 Dec 69 USED CF FOLDERS - Reissued as BPL 7 Aug 75, same title.	— — —
17. HCO PL 26 Oct 70 INSTITUTIONAL AND SHOCK CASES, POSTING OF BONDS - Revised and reissued as BPL 14 Jul 75, same title.	— — —
18. HCO PL 11 Mar 71 REGISTRAR INVOICING LINE -	— — —

BPL Status. — — —

19. HCO PL 29 Nov 68 ENROLLMENT CYCLE - BPL Status — — —

20. HCO PL 20 Nov 59 VALIDATION OF FRANCHISES - Revised and reissued as BPL 31 Aug 75, VALIDATION OF MISSIONS. — — —

21. HCO PL 14 Feb 67 BOOK BUYERS - Revised and reissued as BPL 23 Jul 75, same title. — — —

22. HCO PL 8 May 69 ADDRESS LISTS - ADDRESSO AND CENTRAL FILES - Reissued as BPL 27 Jun 75, same title. — — —

23. HCO PL 17 May 69 MAILING LISTS CENTRAL FILES ADDRESSO BASIC DEFINITIONS AND POLICY - Revised and reissued as BPL 16 Jul 75, same title. — — —

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SECTION C - REVISIONS

1. HCO PL 16 Apr 65R PUBLIC INDIVIDUAL - Revised 1 Dec 72, title changed to ALL DIVISIONS. — — —

2. — — —

3. — — —

4. — — —

I ATTEST I HAVE COMPLETED THE ABOVE CHECKSHEET AND KNOW AND CAN APPLY THE POLICY MATERIALS OF DISSEM.

Signed: _____
Student

I ATTEST THAT THE ABOVE NAMED STUDENT HAS FULLY COMPLETED THE CHECKSHEET AND KNOWS AND CAN APPLY THE DATA.

Signed: _____
Supervisor

1. THE ABOVE NAMED HAS ATTESTED TO (A) PROPERLY ENROLLED ON COURSE, (B) 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) STUDIED AND UNDERSTANDS ALL THE MATERIALS ON THE CHECKSHEET, (D) DONE THE DRILLS CALLED FOR ON THE CHECKSHEET AND (E) CAN PRODUCE THE RESULT REQUIRED IN THE MATERIALS OF THE COURSE.

2. IN THE CASE OF DISSEM 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 INTERNESHIPS FOR ALL OEC CHECKSHEETS HAVE BEEN SUCCESSFULLY COMPLETED AND ATTESTED TO.

Signed: _____
Certs & Awards

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

Signed: _____
Dir Validity

Send this checksheet to Student Admin for Filing.

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

Aide

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